

Kootenay Coop Radio Policy: Extraordinary Donations

1.0 INTRODUCTION

This policy pertains to unsolicited, unexpected financial donations to KCR. It aims to provide a structured process for receiving and allocating the use of such donations.

1.1 RELATED POLICIES AND DOCUMENTS

Hiring Policy and Procedure
KCR Goals Document
Sponsorship Policy

1.2 DEFINITIONS

Extraordinary Donation: a monetary sum of or in excess of \$1,000 that is gifted to KCR.

1.3 GENERAL PRINCIPLES

Kootenay Coop Radio will make every effort to make use of donations in the way in which the donor requests. In the case of extraordinary donations without any application specified by the donor, the Administrative Manager will consult with the Board on how the donation will be spent.

It is understood by this policy, that all donations under the sum of \$1000 do not need to be brought to the attention of the Board of Directors, and shall be dealt with by the AM. It is also understood that processing donations is a job of the AM, which he/she should be able to complete with the least amount of board involvement.

2.0 PROCESS

2.1 All prospective donors and donor inquiries should be referred to the Administrative Manager.

2.2 When KCR receives a donation that is extraordinary it will be reported to KCR's Board of Directors as soon as possible, usually at a Board Meeting.

2.3 For an extraordinary donation under \$5000 without any specification from the donor attached, the AM will bring a proposal to the Board of Directors, on how he/ she proposes to allocate the donation. The Board of Directors may approve or reject the proposed allocation, based on their interpretation of station priorities. If the Board chooses to reject the AM's proposal, they must provide justification, and an alternate proposal.

For a donation without any specifications attached over \$5,000, a committee of the Board of Directors may be struck to consider how best to use the funds - in light of station priorities and staff recommendations.

2.3.1 Once a decision is reached for the allocation of funds, the AM will be responsible for administering all associated transactions and hirings (see Hiring Policy and Procedure), if applicable.

2.3.2 If some part of the donation, in excess of \$500, will be used as remuneration for work completed through KCR, the board of directors must approve the process by which the recipients of this remuneration will be selected.

2.4 For an extraordinary donation with specific preferences from the donor attached, the Administrative Manager will negotiate with the donor to determine an appropriate use for the donation. The outcome of these negotiations must be presented to the board, as a proposal to be approved, only if it involves a project or hiring.

If this donation exceeds \$10,000, a committee of the board of directors may wish to convene, before extensive communications with the donor have begun, to discuss potential uses for the funds.

All terms outlined in 2.3.1 and 2.3.2 apply equally to this type of donation.

Approved by the Board of Directors December 14, 2006