

## General information – Local donations

\*Applicable for food and money donations

### How local donations work

A great way to ensure a school club's sustainability is to get local companies and individuals involved with money and food donations. This financial independence gives a club more flexibility and is an opportunity to add variety to the menu among other things.

### General information

#### How?

- Get in touch with local partners in the community.
- Consult with your regional coordinator, they can guide you with tools that will help you make contact with potential partners.
- By implementing the School Team Breakfasts project.

#### Local donations budget management

- A designated person at your school manages the local donations budget (cheque must be made to the order of the school name). The sums are to be reinvested in your school's club adhering to the Club's guiding practices included as an appendix to the school agreement.
- The *Tracking file – Local donations* is a very useful tool to keep track of your local donations budget. Local donations and subsequent expenses must be detailed as part of the online monthly report along with purchase receipts.

#### How to use these donations?

- To buy food in case of emergency (power outage or other) or purchase food items not provided by Club that still respect the District's food policy and the Canadian Food Guide.
  - It is strongly recommended that you find ways to maximise these purchases, look for the best value for the money and nutritional benefits.
- Complement your existing menu with different products (i.e. different fruit)
- Organise a themed breakfast with all the students.
- Buy or replace equipment or accessories to help breakfast operations. (i.e dishcloths, utensils etc...)

#### Acknowledgement

- It is important to recognise the contribution of local partners to your school's club. Your regional coordinator can give you tools and advice on how this can be achieved.

#### Income tax receipts

- The Club cannot provide tax receipts for local donations. If a potential donor insists on getting a tax receipt, the donation must be done via the head office. Refer him or her to your regional coordinator who will guide them through the process.