



Policy Concerning Donations, Sponsorships and Memberships



This policy was adopted for the first time by the Board of Governors, resolution number CRC-2022-031
on November 23, 2022.

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POLICY CONCERNING DONATIONS, SPONSORSHIPS AND MEMBERSHIPS

SECTION 1 – PREAMBLE

This Policy was developed in accordance with the recommendations set forth by the *Vérificateur Général du Québec* and the guidelines from the *Regime budgétaire financier des cégeps* regarding donations, sponsorships, and memberships.

This Policy defines the criteria used by the College for evaluating and processing requests as well as for accountability reporting purposes.

The Policy will be administered in accordance with the *Regime budgétaire des cégeps*.

SECTION 2 – GENERAL PROVISIONS

OBJECTIVE

This Policy has the following objectives:

- a) Create a framework that allows the College to support local organizations that share the same mission as the College while respecting the *Regime budgétaire financier des cégeps*.
- b) Define the criteria for accepting and processing donation, sponsorship, and membership requests.

SCOPE

This Policy is applicable College-wide and is in accordance with Bylaw 5 concerning the financial management of the College.

This Policy applies to following categories (see annex 1):

- Membership fees and annual memberships;
- Catalyst / Yearbook advertisements;
- Symposiums, conferences, and events;
- Golf tournaments, banquets, or other fundraising sports events;
- Fundraisers held by students or employees;
- Employee reward and recognition program.

SECTION 3 – DEFINITIONS

ADMINISTRATIVE SERVICES: the center that provides services and supports the Colleges in their operations.

ANNUAL MEMBERSHIP: fees paid on an annual basis to belong to a particular group/organization.

BOARD: The Board of Governors of Champlain Regional College of General and Vocational Education.

COLLEGE: the Colleges of Champlain Regional College, namely Champlain College Saint-Lambert, Champlain St. Lawrence College and Champlain College Lennoxville.

COLLEGE-WIDE: activities or shared services offered throughout the Regional College.

DONATION: Something of value, such as money or goods, that are given to help a person or charity to help achieve their goal/mission.

MEMBERSHIP: The state of belonging to an organization.

MEMBERSHIP FEE: Fees paid to belong to a particular organization.

REGIONAL COLLEGE: Champlain Regional College of General and Vocational Education.

SPONSORSHIP: Money that is given to support a person, organization, or activity to help achieve a goal/mission.

SECTION 4 – VISIBILITY

When financial support or contributions are given, the College may request a visual or written acknowledgement. Each College and the Administrative Services reserve the right to approve such texts and/or visual presentations to ensure that they comply with the College’s mission and logo guidelines.

Each College and the Administrative Services must ensure that the College’s guidelines are respected. The logo guidelines for each College fall under the responsibility of the Director of Constituent College and under the responsibility of the Director of Administrative Services for the Regional College.

SECTION 5 – ACCEPTING AND PROCESSING REQUESTS FOR DONATIONS, SPONSORSHIPS AND MEMBERSHIPS

All requests for donations and/or sponsorships must be sent to the Director of the Constituent College based on the criteria outlined in Annex 1. In the case of the Administrative Services at the Regional College, requests must be sent to the Director of Administrative Services.

Once accepted by the appropriate Director, the process follows the Policy Respecting Procurement Contracts for Goods, Services and Construction and the approval process outlined in Bylaw 5 – Concerning the Financial Management of the College.

Membership requests must also follow the Policy Respecting Procurement Contracts for Goods, Services and Construction and the approval process outlined in Bylaw 5 – Concerning the Financial Management of the College.

SECTION 6 – ROLES AND RESPONSIBILITIES

The Director of the Constituent College is responsible for approving or rejecting donation and sponsorship requests for their college.

The Director of Administrative Services is responsible for approving or rejecting donation and sponsorship requests for Administrative Services at the Regional College. The Director of Administrative Services is responsible for the budgetary management of this policy, revisions, and compliance with Ministry directives.

Accountability: All donations, sponsorships and membership fees must comply to the *Régime budgétaire et financier des cégeps* and will be subject to external audits as part of the College's annual financial reports.

SECTION 7 – REVISION OF THE POLICY

This Policy and subsequent revisions will be submitted to the Ministry after approval by the Board of Governors.

This Policy shall come into force on the date of its adoption by the Board of Governors. It shall be revised at least once every five (5) years.

ANNEX 1 - CATEGORIES

Category	Eligibility Criteria
Membership fees and Annual Memberships ²	The College may become a member of organizations providing that they are linked to the mission of the College. Examples can be economic development groups, cultural groups, or community organizations.
Catalysts/Yearbooks ^{1,2}	The College may contribute to the local high school catalysts/yearbook publicities.
Conferences, Symposiums, Events ^{1,2}	The College may contribute to local events so long as the content is in line with the College's mission.
Golf Tournaments, banquets, or other fundraiser sporting events ^{1,2}	<p>The College may contribute to local events so long as the objective is consistent with the College's mission.</p> <p>Note: The College cannot donate to events involving political organizations.</p>
Student or employee fundraisers (not accounted for in the annual budget) ^{1,2}	The College may support fundraising events initiated by students or employees. These events must have received prior approval by the Director who is responsible for his / her area. The events must be in line with the College's mission. The students and/or employees of the College must benefit from such an event.
Employee Reward and Recognition ^{1,2}	<p>A sense of belonging is key to the College; therefore, it supports activities that help strengthen this sense of belonging based on the recognition guidelines set forth at each College.</p> <p>Donations in the College's name may be made following events such the death of an employee or immediate family member.</p>

1 – Local to each College.

2 – Shares the primary mission of the College.