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**GENERAL MANUAL POLICY**

APPROVED BY:

  
Executive Director

CATEGORY: Public Relations

TOPIC: Soliciting Donations

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**POLICY**

It is the policy of Community Living Thunder Bay that any staff approaching individuals or businesses for donations of goods or services for the benefit of CLTB must have prior approval from the Executive Director.

**PURPOSE**

Community Living Thunder Bay requires pre-approval for all donation requests to ensure suppliers are not burdened with constant requests, and more importantly, our ability and right to cease dealing with any particular supplier is not jeopardized as a result of seeking donation of product or gifts.

Initial: KJD

**GENERAL MANUAL PROCEDURE**

**TOPIC: Soliciting Donations**

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**PROCEDURE:**

When approaching potential donors, staff must ensure that they follow the Personal Presentation Standards procedure.

All requests for donations must be detailed in writing and forwarded to the Administrative Assistant, who will check against a database of donors and most recent donation date. This is to maintain the database and to ensure that different groups from within CLTB are not contacting the same donor multiple times within the same year.

A form letter will be prepared by the Administrative Assistant for signing by the Executive Director and returned to the employee who will present same to the potential donor.