



### *Giving Donations*

CJAY makes donations/contributions to local communities, groups, partner organizations through its outreach efforts in health promotion, education and public service. CJAY contributions will prioritize like-minded community organizations, including health, social, educational, recreational and diversity initiatives.

The following factors are used by CJAY to determine whether to donate:

- Organizations that benefit the largest number of people;
- Organizations that benefit people in our local areas; and
- Major disaster funds

CJAY does not donate to a religious or political cause, although it may contribute to a community program set up by a church.

The Executive Director, Finance Coordinator and Chair of the Board will decide on what CJAY will donate to whom.

Approval of donation requests are granted based on budgetary allotments.

#### Procedures

1. Requests for donations should be made in writing.
2. All donations received or given will be recorded in a donations log book. These records are submitted at the end of the fiscal year and included in the annual financial report.
3. A thank you letter will be sent to the donor immediately following the reception of a donation.
4. A list of donations/thank you letters will be filed and reviewed monthly to ensure records are accurate and up to date.
5. CJAY may share its donation policy with potential donors.
6. CJAY's policies for accepting or giving donations are posted on its website.