

DRAFT

**Community Fund of North Kootenay Lake Society**

**P016 CFNKLS Policy on Gifts of Appreciation**

**Purpose:** CFNKLS benefits from the contributions of time, energy and resources of dedicated individuals. This policy seeks to ensure that these contributions are recognized.

**Scope:** The Policy covers all gifts presented by the CFNKLS Board of Directors, Committees or other individuals on behalf of CFNKLS.

**Procedure:**

1. Contributions will be recognized through sending a personalized card to the individual. CFNKLS will keep on hand a number of printed cards that include at least the CFNKLS name and logo (on the back).
2. When the CFNKLS Board or a Committee feels that an individual deserves a gift of appreciation for contributions to CFNKLS, they will ask the President to sign and send a card of appreciation.
3. Where a Board member or other individual feels that a contribution is worthy of an additional gift, that individual is free to send a gift on their personal behalf and at their own expense.
4. The Board may also decide on a case by case basis that a longstanding or otherwise significant contribution deserves an additional gift to be given on behalf of the Board at the Board's expense.

**Date Reviewed:** 27 April, 2006 - draft reviewed by Policy Committee

**Date Authorized:**