



Policy
Issued by: Riverside-Bradford Board of Directors

Number
RB002

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Supersedes

Date Issued:
March 4, 2013

Donation Policy

APPROVED
March 4, 2013

1.0 PURPOSE:

Riverside Bradford (RB) Baseball League provides an organized opportunity for the children of our city and surrounding communities to play baseball in a fun and safe environment. RB raises the funds to support the baseball program through registration fees and numerous fundraising activities. In addition to the services provided by RB Baseball, it is also important that the league give back to the community. One such way to give back is through financial donations.

2.0 SCOPE

Generally, those eligible for donations include:

- Current players and their immediate family or guardian
- Current board members and their immediate family
- Current coaches and their immediate family
- Current sponsors and their immediate family

In some situations, it may be appropriate for RB Baseball to make a donation to a past member of the RB family (player, coach, board member, sponsor, etc.). All such donations to a past member of the RB family should be approved by a majority vote of the RB Baseball Board of Directors.

3.0 DEFINITIONS

Donation – a donation can range from, but not be limited to:

- Waiving registration fees
- Sending flowers when a family has lost a loved one
- Helping a family or organization that is in need
- Annual donations to other programs in Haverhill
- Other worthy causes as proposed and approved by RB Board members

4.0 GENERAL

4.1 RB will establish a pool of money that will show as a separate line item in the financial reports. It is recommended that this pool consist of 2.5% of the calendar year budget, however the annual donation percentage will be established as part of the annual budgeting process.

4.2 The person requesting a donation will present the reason for the request in the manner described in each donation level below.

4.3 Once approved for a donation, the requester is responsible for completing the arrangements, i.e., if the requester wants flowers delivered, he or she must make the arrangements for the delivery. The league treasurer will either reimburse the requester or make the payment directly.

4.4 The league will establish a source for items like flowers, and will establish a standard donation amount.

4.5 A tiered donation approach will be followed.

4.5.1 Level 1: donations under \$100



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- 4.5.1.1 Donations in this category would normally be for items like flowers, fruit baskets, etc. Reasons for donation might include hospitalization due to serious illness, injury or death. This donation level would also include the waiver of registration fees for families in need.
- 4.5.1.2 Approval level: Riverside Bradford Secretary and Treasurer. Verbal or electronic approval is acceptable.
- 4.5.2 Level 2: donations from \$100-\$499
 - 4.5.2.1 Donations in this category are to be determined
 - 4.5.2.2 Approval level: Riverside Bradford Vice President of Administration, Treasurer and Secretary. Verbal or electronic approval is acceptable
- 4.5.3 Level 3: donations \$500 or greater
 - 4.5.3.1 Donations in this category are to be determined
 - 4.5.3.2 It is recommended that donations in this category be budgeted as part of the annual budgeting process
 - A. Once budgeted funds have been depleted, donations of any level require Board approval
 - 4.5.3.3 Approval level: requires a majority vote by the RB Baseball Board of Directors
- 4.5.4 Non-financial donations
 - 4.5.4.1 There are other areas where the league can provide a service, including hosting and/or advertising a fundraiser, communicating with the RB community via email, posting to the RB website, etc.
 - 4.5.4.2 Approval level: non-financial donations will be approved by a majority vote of the RB Baseball Board of Directors

Revision Level	Revision Date	Rationale for Revision
-	March 4, 2013	New document