

	<p>Policy No.:</p> <p style="text-align: center;">3</p>	<p>Approval Date: May 4, 2011</p> <p>Created: February 11, 1999</p> <p>Last Reviewed: April 4, 2011</p>
<p>Title:</p> <p style="text-align: center;">Donations Policy</p>		
<p>Background & Purposes:</p> <p>From time to time, the AAPS Board may decide it is appropriate to make a donation on behalf of AAPS members to a worthy cause. This policy is intended to provide clear, consistent criteria for evaluating and/or making a donation.</p>		

Criteria:

In the preparation of the AAPS Budget, provided it is financially able to, the Treasurer will ensure that there is money set aside for the purpose of promoting the goodwill of the Association by budgeting for:

- Funding of affiliation scholarships and bursaries;
- Tokens of appreciation; and
- Other donations.

Funding of Affiliation Scholarships and Bursaries:

The Association shall make an annual donation, amounting to \$13,500, to support successful recipients in their financial needs while pursuing education at UBC’s Vancouver or Okanagan campuses.

Scholarships are awarded to two recipients and are available to AAPS members and their children or spouses. Each award has a value of \$4,500 and subject to UBC Senate Regulations.

Bursaries are awarded on a discretionary basis and the bursary fund is open to any student. The total funds available are \$4,500 and distributed amongst the number of recipients as determined by the Student Financial Assistance and Awards Department.

Tokens of Appreciation:

For the purposes of building community within the Association and its office, the Executive Director is delegated authority to expend an aggregate maximum of \$1,000 per fiscal year for tokens of appreciation for special or significant services rendered to the Association by non-members or members who have made recent and significant contributions to the Board, Committees, or the AAPS office.

In recognition of the services rendered by members retiring from the Board, the Board shall be the delegated authority to expend up to \$250 for the purchase of a suitable commemorative gift.

Other donations:

The Association may make one or more donations to an aggregate maximum of \$1,000 per fiscal year for the purpose of promoting the Association's goodwill within the UBC community.

Anyone can request a donation from AAPS, but all requests must be in writing to the AAPS President. Requests should include a brief explanation of why AAPS should make a donation to the particular cause in question, and, should be co-signed by at least nine other AAPS members.

Donations from AAPS require a formal resolution of the AAPS Executive Board.

Donations may be made by AAPS at anytime during the financial year.

Normally no more than one donation may be made to the same organization in one fiscal year.

Priority will be given to donations to groups and causes that are related to issues that affect AAPS members in the campus community, are not a conflict of interest, and adhere to the sponsorship policy criteria.

Normally, total donations in any one fiscal year shall not exceed the budget amount approved at the annual AAPS Spring General Meeting.

Individual donations shall not exceed \$200, except when supported by the AAPS Executive Board.