



# Baranof Island Housing Authority

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## DONATIONS POLICY

The purpose of the Donations Policy is to assist the Baranof Island Housing Authority with addressing and responding to requests for donations.

### SUBMISSION OF REQUESTS

All persons requesting donations are required to submit their request on BIHA's "Request for Donation" form. A copy of the form is attached and is specifically a part of BIHA's donation policy and procedures. The Executive Director will review and determine if the request complies with BIHA's eligibility requirements and forward the request with recommendation to the Finance Committee or Board of Commissioners.

### REQUEST PROCESS

If the request qualifies for consideration the Executive Director will then forward the request to either the Finance Committee and/or the Board of Commissioners for their review and approval, depending on the amount being requested as follows:

**Amounts \$200 or Less.** If the amount requested is for \$200 or less the Executive Director shall forward the request along with the Executive Director's recommendation to the Finance Committee for the committee's review and approval. The Executive Director will notify the requesting organization or entity within five working days of the Finance Committee's approval/denial.

The Executive Director will notify the Board of Commissioners of all approved/denied donations at the next regularly scheduled monthly meeting.

**Amounts More than \$200.** If the amount requested is more than \$200 or more the Executive Director shall forward the request to the Board of Commissioners for review and approval at the next regularly scheduled monthly meeting. The Executive Director will notify the requesting organization or entity within five working days of the Board of Commissioners approval/denial.

If the request does not qualify for consideration, the Executive Director shall notify the requesting organization of the determination in writing within five working days of receipt of the request and specifically state the reason why the request did not qualify.

### BUDGET

Donations will be processed until total donations during the year meet the annual budgeted amount.