



OSHAWA AERONAUTICAL, MILITARY, AND INDUSTRIAL MUSEUM



TITLE		USAGE
Donations		INTERNAL USE
Document Number: OAMIM-POL-029 (Policy)	Revision: R000	ISSUE DATE: 15 March 2022
APPROVED BY: Policy Committee, Executive Director, President		PAGE: 1 of 3

1.0 POLICY

The purpose of this policy is to outline the Museum policy for accepting donations to the Museum. This includes donations of cash, financial instruments, Goods, Services, and Artifacts.

If any part of this Policy contravenes the by-laws and/or the Ontario Not-For Profit Corporation Act 2010 (or any other government law or regulation); the Act (or other law or regulation) takes precedence over the By-Laws and the By-laws take precedence over this Policy,

In the event that a section of this Policy is considered struck down or otherwise null and void, that section is considered removed (to be resolved at the next annual review) but all other sections in this policy remain in force.

2.0 PURPOSE

This sets the Museum procedure for the acceptance (or rejection) of cash or in-kind donations from the public.

3.0 DEFINITIONS

Act	Ontario Not-For Profit Corporation Act 2010
Board	Board of Directors of the Museum
Employee	Any person who volunteers at or is employed by the Museum. This includes contractors or consultants.
Guest	Any person who attends the Museum or a Museum Event and is not an Employee.
Management	The group of Employees who by position have responsibilities to the board. This includes section heads, Executive Director, Operations



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	Manager, and employees given responsibility/authority over specific tasks.
Museum	Oshawa Aeronautical, Military, and Industrial Museum

4.0 ABBREVIATIONS

5.0 ROLES AND RESPONSIBILITIES

Members: Abide by this policy.

Executive Director: Responsible for enacting procedures in line with this policy and enforcing them.

Board of Directors: Holds final accountability for the reputation of the Museum and the conduct of its employees. Directs management in interpretation and enforcement of this policy

6.0 REQUIREMENTS/BODY OF POLICY

General

1. Donations must be made in accordance with Canadian Revenue Agency regulations.
2. The Board has authorized OAMIM-PRO-006 Artifact Donations and OAMIM-PRO-007 Donations to guide the employees of the Museum.
3. The Board will monitor and update the Procedures noted above as necessary.
4. The Board notes that there could be negative reputational repercussions if donations are accepted from the wrong donors. Management is expected to vet any potential donors to ensure positive results only.

DISCIPLINARY ACTION



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N/A

7.0 RECORDS AND REFERENCES

- N/A

8.0 REVISION SUMMARY

Revision	Date	NOTES
R001	15 Mar 2022	New Policy
N/A	2 Dec 2023	Reviewed - No changes.