

# Business Development

## Application Form – Donation (In-kind)

### Notice of Collection

The Toronto District School Board (the “TDSB”) collects, uses, retains, and shares personal information for the purposes of planning, administering, and delivering its educational programs and services. The purpose of this collection is to permit the TDSB’s Business Development department, in consultation with other TDSB departments including General Accounting, Purchasing, Communications, Legal and Risk Management, to determine if the proposed donation meets TDSB’s needs and complies with our policies and procedures. The collection, use and disclosure of personal information for these purposes are expressly authorized under the authority of sections 58.5, 169.1 and 171(1) of the *Education Act, R.S.O. 1990, c. E. 2*. The information is retained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56*. Questions regarding this collection should be directed to the Freedom of Information and Privacy Office at 416-394-9487, Toronto District School Board, [foi.privacy@tdsb.on.ca](mailto:foi.privacy@tdsb.on.ca), 1 Civic Center Court, Etobicoke, Ontario, M9C. 2B3.

I, (First and Last Name of donor or registered business name of the organization), \_\_\_\_\_ wish to make a donation or donations to the TDSB on the following terms:

### AGREEMENT TO CONDITIONS:

**Purpose.** The TDSB will make reasonable efforts to accommodate the donation or intended purpose of the donation, but reserves the right to utilize, relocate, and/or dispose of the donation as the TDSB deems appropriate. All donations to the TDSB become the property of the TDSB.

**Ownership Assignment:** The donor represents and warrants that the donor is the owner of the goods, products and materials that are being donated to the TDSB, and hereby irrevocably assigns and transfers to the TDSB (a) ownership in and title to the goods, products and materials and (b) all rights, title, and interests that the donor may have in the copyright in the materials.

**Refusal of Donation.** While the TDSB will make every effort to accept all in-kind donations, it retains the right to refuse the offer of any donation. Donations which compromise or exploit TDSB students or staff or are not in alignment with the TDSB’s mission, values and objectives will not be accepted.

**Modifications.** The TDSB reserves the right to modify any restrictions or conditions on the distribution of donations for any specified purposes or to specified individuals if in the TDSB’s sole and absolute discretion (without the necessity of the approval of any TDSB trustees, officers, directors, or agent) the TDSB determines that such restrictions are no longer necessary, or are incapable of fulfillment, or have become inconsistent with the charitable needs of the community it serves.

**Approval.** Donations which require evaluation for compliance with the TDSB’s information technology, building facilities, and safety standards must receive the approval of the TDSB Business Development (BD) Department prior to their acceptance by the TDSB.

**Retention and Disposal:** The TDSB shall have the right, in its discretion to determine whether and how to (a) store, reproduce, preserve, and catalogue the goods, products and materials, and (b) transfer, sell, recycle, or discard the goods, products and materials when not required.

**TDSB’s Policies.** The donor agrees to comply with the TDSB policies, practices and procedures, including but not limited to TDSB’s Policy P006 - Advertising; TDSB’s Policy P021 - Fundraising and TDSB’s Operational Procedure PR508 – Fundraising, as same may be in effect at the time of making donations and apply to the services, goods and products to be provided hereunder by the donor.

**Donation (in kind) Tax Receipt.** The TDSB will issue a receipt for tax purposes in respect of the donation to the extent permitted by the *Income Tax Act*. Donations in kind (non-monetary items) are gift donations of properties. Gifts in kind are not eligible for a charitable donation receipt. Instead the TDSB may issue a letter of acknowledgement.

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**Liability.** The TDSB assumes no financial obligations or legal liability to the donor under this application arising from the donation of goods, products or other materials under this application.

**Confidentiality.** It is agreed that confidentiality of student information will be maintained in accordance with the requirements of MFIPPA, the *Personal Health Information Protection Act*, 2004. S.O. 2004, Chapter 3. Schedule A, the *Education Act*, R.S.O. 1990, Chapter E.2, the *Child and Family Services Act*, R.S.O. 1990, Chapter C.11. No personal information about a student will be provided to the donor without the consent of the parent/guardian/adult student.

All information provided by the TDSB to the donor shall be treated as being confidential, and the donor shall not disseminate such information for any reason without the express written permission of the TDSB, with the exception of material that is intended to be distributed to the public and material that is required to be disclosed at law.

**Please Complete Applicable Sections Only**

### PART 1 – DONOR'S INFORMATION

<b>1. Application Date</b>	
<b>2. <u>Registered Business/Organization or Individual's Full Legal Name</u></b>	
<b>3. Telephone</b>	<b>Cell #:</b> <b>Home #:</b>  <b>Email Address:</b>
<b>4. Full Mailing Address or Registered Office Address</b>	Street #: Street Name: City: Province/State: Postal Code/Zip Code: Country:
<b>5. Department Name</b>	
<b>6. Address (if different from above under #4)</b>	Street #: Street Name: City: Province/State: Postal Code/Zip Code: Country:
<b>7. Website (if any)</b>	
<b>8. Contact Information</b>	Name: Title: Telephone: Cell: Email:
<b>9. Is the organization a Canadian federal corporation?</b>	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please identify where parent company is located:

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<b>10. Is the organization a provincial corporation?</b>	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes. If yes, in what province: _____ <input type="checkbox"/> No If no, please identify where parent company is located:
<b>11. What is your organization's year of incorporation?</b>	
<b>12. What is your organization's legal status?</b>	<b>Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Incorporated for Profit Inc. <input type="checkbox"/> Incorporated Not-for-Profit Inc. <input type="checkbox"/> Registered Charity Not Incorporated <input type="checkbox"/> Unincorporated Business <input type="checkbox"/> Community Group <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Registered Sole Proprietorship <input type="checkbox"/> Individual
<b>13. Please provide your Business or Charity Registration number</b>	
<b>14. What is your organization's Statement of Purpose or Mission Statement?</b>	
<b>15. Donation History - Have you or your organization previously made any donation(s) to Toronto District School Board or its schools?</b>	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> Yes - If yes, please the questions 14a - 14c <input type="checkbox"/> No
15a. Which TDSB department/school did you donate to?	
15b. Who was your contact at the TDSB department/school?	Name: Title:
15c. What was the total value of your donation or donations to the TDSB?	\$ _____
<b>16. Conflict of Interest: Are there any known associations between your organization's staff/board members and Toronto District School Board staff/board members?</b>	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> Yes If yes, please answer the question 15a – 15c <input type="checkbox"/> No
16a. Business Interest/Relationship	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> Yes If yes, please provide details: _____ <input type="checkbox"/> No
16b. TDSB Staff/Trustees work with organization as staff or volunteers	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> Yes If yes, please provide details: _____ <input type="checkbox"/> No
16c. TDSB Staff/Trustees serve on organization's Board of Directors	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> As TDSB Representative

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	<input type="checkbox"/> As Community Volunteer
16c. What was the total value of your donation or donations to the TDSB?	\$ _____
<b>PART 2 – PRODUCT DESCRIPTION</b>	
17. In one sentence, please describe your donation?	
18. What type of goods, products or materials are you donating?	<b>Check <input checked="" type="checkbox"/> box(es):</b> <input type="checkbox"/> Equipment – Please specify: <input type="checkbox"/> Food – Please specify: <input type="checkbox"/> Free or Discounted tickets <input type="checkbox"/> Materials – Please specify: <input type="checkbox"/> Registration/Entrance Fees Waived <input type="checkbox"/> Space – Please specify: <input type="checkbox"/> Transportation/bussing <input type="checkbox"/> Vehicle (Refer to item 22) <input type="checkbox"/> Other. Please specify:
19. What criteria would you like the school/student(s) to meet in order to receive the donation?	
20. Do you legally own the goods, products or materials you are donating?	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide details: _____
21. Condition of in-kind donation:	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> New – Original Receipt/Invoice (Upload file) <input type="checkbox"/> Used – Refer to Item 23 <input type="checkbox"/> Other. Please specify:
<b>Vehicle Donation ONLY</b>	
22. Please provide the following information:	
22a. Year	
22b. Make	
22c. Model	
22d. Original Receipt	<b>Check <input checked="" type="checkbox"/> one box:</b> <input type="checkbox"/> Yes – Please upload file <input type="checkbox"/> No
22e. Please describe in detail the condition of your vehicle.	
22e. Please upload photos of your in-kind donation(s)	<b>Upload file(s)</b>
22f. What is the Vehicle Identification Number (VIN)?	

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<p>22f. Ownership Document <b>NOTE: Once the donation is approved, please have the Ownership ready to be signed and transferred to the TDSB.</b></p>	<p>Check <input checked="" type="checkbox"/> one box:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>	
<p>22g. Vehicle Inspection</p>	<p>Check <input checked="" type="checkbox"/> one box:</p> <p><input type="checkbox"/> Yes – Please upload file <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>	
<h3>3<sup>rd</sup> Party Appraisal - For Used Items</h3>		
<p>23. The Donor is responsible for obtaining and providing an independent third party appraisal of the merchandise to be donated prior to the donation occurring.</p> <p>Appraisals can be obtained from professional appraisers, valuers or accredited individuals knowledgeable about the goods donated.</p>	<p>Upload file - Third Party Appraisal</p> <p><b>NOTE: The Appraiser must provide their company name, address, telephone number, contact name and Ontario Business Registration Number with a description of the goods and a value of the goods/vehicle prior to taxes.</b></p> <ul style="list-style-type: none"> <li>• Art work and sculptures</li> <li>• Books</li> <li>• Cars</li> <li>• Clothes/Costumes</li> <li>• Craft Materials</li> <li>• Musical Instruments</li> <li>• Office Supplies</li> <li>• Photography</li> <li>• Sports Equipment</li> </ul>	
<p>24. Donor's responsibilities</p>	<p>Please confirm by checking the following boxes:</p> <p><input type="checkbox"/> Donor is responsible for all the expenses incurred for obtaining the appraisal.</p> <p><input type="checkbox"/> Donor is responsible for the delivery of the goods, products or materials to the TDSB or TDSB school/site as determined by the TDSB.</p>	
<p>25. Do you require a tax receipt? <b>NOTE: Upon review and approval of all documentation submitted, gift in-kind tax receipts may be issued. The process takes between 6 - 8 weeks.</b></p>	<p>Check <input checked="" type="checkbox"/> one box:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>x</p>		
<p>Donor's Full Name</p>	<p>Signature</p>	<p>Date</p>

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<b>PART 3 – OFFICE USE ONLY</b>	
26. Coordinator, Business Development: <i>Comments:</i>	Received Request on:
<b>DONATION DESTINATION – Business Development will coordinate the distribution process.</b>	
27. School/Department Name	
28. School/Department Address	
29. Principal/Supervisor's Name	
30. Acceptance Date	
31. Please describe how the donated goods will be used by the school/department.	
<b>INTERNAL REVIEWS</b>	
32. Referred by:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Educational Partnership Office (EPO) <input type="checkbox"/> Principal ( <i>Name</i> ): <input type="checkbox"/> School Council Member ( <i>Name</i> ): <input type="checkbox"/> Self-referred (Cold Call) <input type="checkbox"/> TDSB Staff ( <i>Name</i> ): <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other ( <i>Specify</i> ):
33. Have you completed the Educational Partnership Form through the TDSB's Central Partnership Office? <a href="http://www.tdsb.on.ca/AboutUs/PartnerwiththeTDSB/Educationalpartnerships/ApplytobePartner">http://www.tdsb.on.ca/AboutUs/PartnerwiththeTDSB/Educationalpartnerships/ApplytobePartner</a>	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes If yes, please provide submission date: <input type="checkbox"/> No
34. <b>Conflict of Interest Disclosure</b> – Do any TDSB employees (or their family members or close business associates) have a personal relationship with you, or financial interest in, your company or its representatives?	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes If yes, self-disclosure required <input type="checkbox"/> No
35. <b>Conflict of Interest Disclosure</b> - Would a TDSB employee have a personal and/or financial interest in this initiative?	<b>Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes If yes, self-disclosure required <input type="checkbox"/> No
36. Does this initiative meet all applicable TDSB Policies and Procedures?	
a. TDSB's Mission & Values	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
b. TDSB Fundraising Policy and Procedures	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
c. TDSB Advertising Policy	<b>(Check <input checked="" type="checkbox"/> one box):</b>

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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
<b>d. TDSB Equity Foundation Statement</b>	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
<b>e. TDSB Excursion Policy and Procedures</b>	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comment:
<b>37. TDSB COMMUNICATIONS</b> <i>(If required):</i> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>38. TDSB PURCHASING</b> <i>(If required):</i> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>39. CONSULTATION WITH TDSB KEY DEPARTMENTS</b> (i.e. Teaching & Learning, Equity, Insurance and Risk, General Accounting, etc.) <i>(If required)</i> – <b>List Dept.:</b> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>40. SR. MGR - BUSINESS DEVELOPMENT</b> <i>(If Required):</i> Garry Green Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>41. COMPTROLLER – TDSB BUSINESS SERVICES</b> <i>(If Required):</i> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>42. ADMIN COUNCIL APPROVAL</b> <i>(If Required):</i> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>43. TDSB DIRECTOR/ASSOCIATE DIRECTOR'S APPROVAL</b> <i>(If Required):</i>	<b>(Check <input checked="" type="checkbox"/> one box):</b>

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Comment:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>44. Outcome:</b>	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>45. BD completed ALL internal reviewing process on:</b>	
<b>46. Next Step:</b>	<input type="checkbox"/> <b>Approved</b> to proceed with the distribution of the goods/Donation Agreement  <input type="checkbox"/> <b>NOT Approved</b> to proceed with the distribution of the goods/Donation Agreement  <i>If not approved; reasons and/or supporting documentation:</i>
<b>47. TDSB LEGAL REVIEWED AGREEMENT (If required):</b> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
<b>48. APPROVAL TO SEND AGREEMENT TO COMPANY/ORGANIZATION - MGR – BUSINESS DEVELOPMENT:</b> Comment:	<b>(Check <input checked="" type="checkbox"/> one box):</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>49. FIRST SIGNATURE – COMPANY/ORGANIZATION:</b>	
<b>50. FINAL SIGNATURE - TDSB – ASSOCIATE DIRECTOR:</b>	