POLICY 09

Donations, Sponsorship and Fundraising

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Purpose and scope

Fundraising through TBGN must clearly explain who receives contributions, what they support and how their use is tracked.

Appeals and restricted contributions

Identify TBGN as an initiative of RCCG Potter's House Kitchener and use its authorized fundraising materials and payment channels. State the purpose of the appeal. Log donor or funder restrictions and apply funds only to their authorized purposes unless a valid written change is agreed.

Sponsorship and independence

Use written terms for cash and in-kind contributions, recognition, benefits, responsibilities, privacy and termination. Sponsors and donors may support delivery through agreed terms. Admission, access to participant data, findings and governance decisions stay with the authorized decision-makers.

Disclose relevant AI vendor support or promotional consideration. Obtain church approval for restricted contributions and technology-linked agreements. Avoid misleading partnership or endorsement claims.

Receipts and reporting

Potter's House determines whether an official donation receipt can be issued for an eligible gift under applicable CRA rules. TBGN can acknowledge support but cannot issue an official receipt in its own name or promise a tax benefit. Sponsorship benefits can affect receipting eligibility or the eligible amount.

Maintain contribution records and reconcile collections. Report receipts and spending accurately and protect private donor information.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.

Official references

Canada Revenue Agency - Official donation receipts

Canada Revenue Agency - Sponsorship