Terms of Reference for Donations

The donor is to submit a letter outlining the donation and terms of reference for the donation:

- recipient of the donation
- description of the donation
- details of cash and/or in-kind (i.e. installation services) portions
- information regarding costs of on-going support and maintenance, if any
- recognition and stewardship activities, if any
- timing
- any other requirements by the donor in terms of satisfying the donation
- confirmation that "the transfer is made without expectation of return, and there is no benefit of any kind that may be provided to the donor or to anyone designated by the donor"
- any other information that the donor may feel is pertinent to ensuring the donation can be satisfied

Since school sites are the property of and owned by TCDSB, the letter from the donor can be addressed to the attention of the school principal at the school's mailing address or TCDSB Partnership Development Department 80 Sheppard Avenue East, Toronto, Ontario M2N 6E8 or email: partnershipdevelopment@tcdsb.org.

APPENDIX B