



CORPORATE GIVING POLICY

PURPOSE

In an effort to respond to the needs of our stakeholders and promote a positive public image that aligns with our Mission, Vision and Values; LADD has established a process for the review and approval of requests for funds, gifts and/or donations that will benefit the greater community.

SCOPE

This policy applies to all LADD employees, people supported and stakeholders.

POLICY

It is the policy of LADD to engage in Corporate Giving that creates opportunities to advocate for the people supported, educate the public regarding LADD and demonstrates our commitment to good community relations. Due to limited resources decisions will be made that have the potential for the greatest impact and will be on a first come, first served basis.

STANDARDS AND DEFINITIONS

Unless a deviation has been documented as approved by the Executive Director or their designee a single donation is limited to a maximum of \$275.00.

PROCEDURE

1. Stakeholders can contact a member of Management to request or ask for assistance in completing a request for a corporate donation.
2. The Stakeholder, if needed, with Management assistance, will submit the Request for a Corporate Assistance/Donation form along with any other available information to the Director of Business.
3. The Director of Business will review and confirm the information contained in the Request for Corporate Assistance-Donation form and submit the information to the Executive Director or their designee for approval.
4. Following a decision by the Executive Director or their designee, the Director of Business will communicate the decision to the person making the request and document accordingly.
5. If the decision has been made to donate, the Director of Business will coordinate the donation and maintain documentation.

WE MAKE THE DIFFERENCE