

DRAFT DBWC/DBR Donation Procedures

Due to limited space and out of respect for our communal need to maintain our common areas, we ask members to use the following guidance when they want to donate an item or money to the club or park. No one should purchase any items for donations without assuring that their gift to the community will be accepted.

A donation to the Shop, the Kitchen at Radclyffe or the Library should be cleared with a Steward from that area. Please, never leave items in the kitchen, shop or library without the approval of a Steward.

A donation to Facilities (tools, vehicles or other equipment for use by the Facilities staff or members) must be approved by the Facilities Manager. Items that may require fixing or long term maintenance may not be acceptable. Please, never leave items in Facilities storage areas without the approval of the Facilities Manager.

Items that are being offered to the community to be placed and used in common areas (sports or game equipment, furnishings, t.v.'s or other electronics, etc.) can only be accepted after they have been approved by the Board through the RFA process.

Donations of money are gratefully accepted by the Club. They should be given to the Bookkeeper or Office Manager accompanied by a DBWC Donation Form. An invoice indicating that it has been paid will serve as a receipt for RV Members. Social members will receive a handwritten receipt.

For bookkeeping purposes a DBWC Donation Form should accompany any monetary donation. Donation forms are available in the office and on the website (website@discoverybayresort

Once again, members are advised not to purchase any item intended as a donation for the Club or Park without first having approval from Facilities, the appropriate Steward or the Board. Your well intentioned donation may not be accepted.

Donations to DBWC/DBR are not tax deductible.