### Purpose

To identify authority and processes for disposal or removal of non-cash donations.

### Policy

When the London Village receives donations from businesses, organizations and members of the public they become the property of The London Village. Only a manager is able to authorize the disposal or removal of donations.

### Procedure

1. All donations should be handled in accordance with the donor’s stated wishes. If an item cannot be used by the Village, it should not be accepted. Items can be redirected to the Thrift Store (located at 1960 Dundas Street,) other charitiable agencies or the landfill.
2. Non-cash items will not normally be eligible for a charitable tax receipt. Direct any requests for a tax receipt for “in-kind” donations to the Business Manager.
3. Items which have been left by the public during non-business hours will be assessed by the Property Manager or designate to determine if they can be used by the Village or Thrift Store. Items not appropriate for use or sale will be taken to a city landfill.
4. In the absence of the Property Manager, items left on property which interfere with normal operations may be removed on the approval of a manager. Decisions on disposal or removal will be based on rapidly returning the program to functionality.

Food items:

1. For food donations suitable for the programs, refer to Operations Policy 4.20.0 Donated Food.
2. All other food donations should be directed to the food bank. Large volumes of food should be directed to Community and Family Services at the Centre of Hope (519-661-0343) which has the capacity to sort and bag items for distribution.

##### Accreditation Standard 1.7.2