FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

Donor Recognition Program

The Fort Frances Public Library Technology Centre (FFPLTC) recognizes that monetary donations provide valuable support for library services, collections, programs, and special initiatives.

The purpose of the Donor Recognition Program is to establish a consistent and respectful process for acknowledging monetary donations to the FFPLTC, in accordance with policy OP-19 Donations.

Donor Recognition Guidelines

1. All official monetary donations to FFPLTC for which a tax receipt is issued will be formally acknowledged in accordance with this program.
2. Prior to any public recognition, the donor will be asked for consent, including the use of the donor's name, organization name, or any other identifying information. Donors may decline public recognition or request anonymity.
3. The primary form of public recognition will be inclusion in the FFPLTC's digital donor recognition slideshow, which will be displayed on a designated television in the foyer of the FFPLTC. Additional recognition requests will be considered on a case-by-case basis, as per policy OP-19 Donations.
4. Donations will be displayed and formatted in the digital slideshow according to the categories established in this program.
5. The digital slideshow will be updated regularly to acknowledge new contributions. Donations received during the previous year will be featured throughout the current year.
6. Sustaining donations will receive ongoing recognition in the digital slideshow for as long as funds are active.
7. The FFPLTC CEO will oversee the administration of the Donor Recognition Program and reserves the right to determine the content and formatting of the digital slideshow.

Categories

1. **General Library Donations** – contributions made to support the FFPLTC's overall mandate and priorities such as library collections, programs and technology.

2. **Donations to Friends of the Library** – Donations made to the Friends of the Library are distinct from donations made directly to the FFPLTC; however, these contributions will be acknowledged through the Donor Recognition Program.

3. **Donations made in Memoriam** – contributions made in memory of a deceased individual.

4. **Donations for Special Events** – contributions made to support the operation of annual/seasonal events. Examples include the Teddy Bear Picnic or Trunk or Treat.

5. **Sustaining Donations** – substantial contributions that have an enduring impact and provide continuing or long-term benefit to the FFPLTC. Examples include estate bequests and significant gifts.

Review

The CEO will review the Donor Recognition Plan annually and may make amendments as necessary to reflect changes in FFPLTC priorities, applicable legislation or privacy requirements.

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