

GIFT AND HOSPITALITY POLICY

PURPOSE:

In certain circumstances a Board, Staff or Working Group member of OPIRG McMaster may choose to give a gift basket or fair trade item to a non-employee in recognition of their contribution in support of an OPIRG McMaster activity in lieu of cash honorarium.

PROCEDURE:

1. At an OPIRG McMaster meeting the Board of Directors shall approve gift basket amounts after reviewing the most up to date monthly statement of the AGM approved Donation budget lines and Applications of Support. The number of gift baskets and cash equivalent amounts shall be clearly stated in the minutes.
2. Staff will from time to time use discretion to give a fair trade item or gift basket under \$25 but within the most up to date monthly statement of the AGM approved Staff Discretion budget line.
3. As supporting documentation a voucher (see example) with the business purpose, the name of the event or person to whom the gift is being given, the date, the amount and in the case of a gift basket all items included in the gift basket shall be given to OPIRG McMaster's Coordinator of Information and Administration.
4. Voucher will be used as confirmation of business transaction.

POLICY APPROVED BY OPIRG BOARD OF DIRECTORS on December 17, 2015

Revised:

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Ontario Public Interest Research Group (OPIRG) McMaster

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VOUCHER

Date:

Donation of Fair Trade Goods

To:

Event:

Total

Signature of Staff donating item

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