

## Criterion for Donation Request

1. Anyone requesting financial donation or sponsorship is required to propose a breakdown of total revenues and expenses. Priorities are considered toward two provincial affiliates: Calgary Association of the Deaf and Edmonton Association of the Deaf for their endeavours.
2. The request is to be submitted prior to the board meeting dates: three times each year (September, February and May)
3. The AAD Board has the authority to review and consider such request for approval based on the mandate of the organization. The guidelines in answering the following questions assist with decision-making:
  - a) Does the project meet the needs of Deaf children and adults in the province?
  - b) Does AAD have detailed budget projections allowing for such a project?
  - c) Is the proposed breakdown of project's finance available?
  - d) Does AAD have sufficient funds in the current treasury based on budget allocations from casino funds?
  - e) Does the project have a long-term impact on the leadership and sustainability of AAD as an organization?

### Terms for a successful request:

- Written request
- Physical appearance for any financial request to share the proposal.
- Clear description of the project including what, when and financial breakdown

### Terms upon completion:

- Presentation about the outcome at the board meeting
- Video clip or article for Alberta Deaf Newsletter