

**Policy and Procedures**

*Title:* Donations

*Date issued / last revision:* December 9, 2003

*Date effective:* Immediately

## Donations

**Statement:**

Cooperstown Medical Transport, Inc. (CMT) is dedicated to providing assistance to other agencies.

**Purpose:**

This policy is to provide guidance for any requests for donations.

**Scope:**

This policy applies to all CMT employees, full time, part time and interns

**Policy:**

1. CMT is a 'for profit' commercial business.
  - a. CMT cannot provide a receipt for any donation.
2. Any requests for a monetary donation or in-kind contributions will be directed to the Secretary / Treasurer.
  - a. Any requests for an ambulance, fly car, bike patrol, or personnel will be coordinated with the Director of Operations.
3. All requests will be evaluated on an individual basis.