



Donations

We recognise that people involved with Bridges Centre projects may like to make a donation.

Although volunteers are unable to receive payments for their service as a means of thanks, we do welcome donations to activities; indeed, this may help to cover costs in the long-term.

Volunteers must make a note of any donation in their diary. This should include:

- The name of the person who made the donation
- The project or activity the donation is for
- The date the donation was made
- The amount and details of the donation i.e. cash, cheque

Volunteers must pass the donation on to a member of project staff as soon as possible. The member of staff will note details of donations received and sign the volunteer's diary to evidence that a donation has been received. The project manager will send a receipt to the person who has made the donation with a 'thank-you' card.

Volunteers must declare all donations, however small, to their coordinator or the Project Manager.

If there is any doubt on this issue, please discuss with a member of staff.

Office phone number: - 01600 887568