

## **Minnesota PTA Emergency Financial Guidelines**

### **Use of Donations Already Received**

Many PTAs had silent auctions or other events this spring for which donations had been received. Now that the events have not taken place, what do you do with the donations?

- If the donation is from a local small business, ask them what they would like you to do with the donation. Options: keep until next year (if donation will not expire), repurpose (ie. give away as a prize for an event next fall), or give back.
- If the donation is from a larger company, they typically cannot receive donations back due to tax records. If the item will expire, throw away. If the item will not expire, save for next year. Do not repurpose the donation unless permission was explicitly given at the time of the donation.
- Repurposing can never benefit an individual PTA officer or member, unless it is the result of chance (a drawing, raffle, silent auction bid, etc).
- No matter the outcome, be sure to follow through on the promises you made when you solicited the donation, within the confines of the current situation. Thank the donor for the donation and share their support publicly with your members.