



DONATION USE POLICY

Diamante Azul Association

821 Tauromee Ave, Kansas City, Kansas 66101

Documento oficial aprobado por la Directiva

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1. Purpose

This policy establishes the rules and procedures for the proper management and use of donations received by **Diamante Azul Association**, ensuring that resources are used exclusively for activities aligned with the association's objectives and for the benefit of its beneficiaries.

2. Scope

Applies to all monetary, in-kind, or service donations received by the association, whether from individuals, companies, institutions, or public entities.

3. Receipt of Donations

- All donations must be recorded in a **Donation Log** with date, donor's name (if authorized), description, and estimated value.
- An **official receipt** will be issued to each donor, detailing the amount or item received.
- Anonymous donations will be recorded under the concept of "Anonymous Donor" with a description of the contribution.

4. Use of Donations

Donations will be used exclusively for:

1. Payment for therapies and classes for the association's beneficiaries.
2. Purchase of materials, tools, furniture, and equipment necessary for the development of activities.
3. Organization of workshops, educational events, and community activities related to the association's mission.
4. Essential operating expenses (electricity, water, rental of premises), provided they are directly linked to the functioning of the association.

5. Prohibitions

- Donations may not be used for personal expenses of the association's members.
- Donations may not be used for political activities, election campaigns, or purposes unrelated to the mission.

6. Transparency and Reports

- The association will maintain clear and updated records of donation income and expenses.
- Once a year, a **transparency report** will be prepared, which may be requested by any donor or competent authority.
- The board of directors may authorize internal or external audits to verify the correct use of resources.

7. Ethical Commitment

Diamante Azul Association is committed to managing donations with honesty, responsibility, and efficiency, ensuring that each contribution directly benefits the well-being of its beneficiaries.

Guadalupe Edna Quintero Sánchez Ashly Farfán
Organizer Director