

Name: Donor Recognition

Category: Financial

Last Updated: January 21, 2026

Policy Statement

South Shore Public Libraries (SSPL) values and celebrates the generosity of our donors. Our [Gifts and Donations Policy](#) outlines the types of gifts we accept, and this policy explains how we acknowledge these contributions. All other SSPL policies continue to apply.

Recognition Levels

Every donation helps South Shore Public Libraries thrive, supporting programs, resources, and services that benefit our whole community. We recognize contributions in ways that are meaningful and respectful, while always honouring a donor's choice to remain anonymous or opt out of recognition. Recognition reflects gifts made within the calendar year.

Donation Level	Type of Recognition
\$20 – \$99	<ul style="list-style-type: none"> • Tax Receipt
\$100 – \$499	<ul style="list-style-type: none"> • Tax Receipt • Personal thank you card from the CEO or Professional Librarian • Bronze sponsorship recognition in the annual report • Book plate
\$500 – \$1,499	<ul style="list-style-type: none"> • Tax Receipt • Personal thank you letter from the CEO • Silver sponsorship recognition in the annual report • Press release and photo on social media • Book plates
\$1,500 – \$4,999	<ul style="list-style-type: none"> • Tax Receipt • Personal thank you letter from the CEO and Board Chair • Certificate of appreciation

	<ul style="list-style-type: none"> • Gold sponsorship recognition in the annual report • Choice of name plate on bookshelf for 10 years • Press release and photo on social media
\$5,000+	<ul style="list-style-type: none"> • Tax Receipt • Personal thank you letter from the CEO and Board Chair • Framed certificate of appreciation • Platinum sponsorship recognition in the annual report • Reserved seat at all special events • Press release and photo in print and social media

Naming Opportunities

SSPL also offers opportunities for donors to create a lasting legacy through naming. Donors may choose to name an area within a library, such as a reading corner or program space, for a contribution of \$5,000 per year, or a library branch for \$10,000 per year. These naming opportunities are typically arranged as multi-year agreements, allowing the Library and donor to establish the duration and terms of recognition together. Naming agreements are personalized to reflect the donor’s wishes while supporting the Library’s mission and enhancing the community’s experience.

See Also: *Gifts and Donations Policy*

Revision History:	Original date: March 16, 2004
Previously called: <i>Sponsorship Recognition Program Policy</i>	Modified: June 20, 2006 March 24, 2009 May 15, 2019 January 21, 2026