

PROCEDURE

Procedure Title	Gift Acceptance
Procedure Holder	Director, Advancement and External Relations
Procedure Approver(s)	Senior Team
Related Policies	Gift Acceptance Gifts in Kind Naming Prospect Clearance Sponsorships, Donations & Attendance at External Events
Related Procedures	Naming
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2024-09-10
Next Review Date	2025-09-10

Purpose

The purpose of this document is to define a process for gift acceptance that achieves the objective of the Gift Acceptance Policy.

Scope

This policy applies to all members of the Confederation College community who may be involved or become involved with fundraising.

Definitions

Gift

Any voluntary transfer of real or personal property, including in kind property, from individuals, organizations, or other sources (“donor”) to the college. A gift is made without expectation of return or benefit to the donor or any individual or organization designated by the donor because of acceptance of the gift.

Contribution

A transfer of property that does not meet the definition of a donation. A contribution is often a business expense for the donor, typically arising from a sponsorship opportunity. Since sponsorship opportunities are made under contract (implied or explicit) and generally involve a significant benefit to the donor in terms of advertising and promotion value, a sponsorship would be considered a contribution. A contribution also includes the proceeds of sales and other business activities, lotteries, raffles and auctions. With a contribution, the donor is not entitled to a charitable receipt for income tax purposes.

Donation

A voluntary transfer of property without valuable consideration to the donor. The donor is entitled to a charitable donation receipt for income tax purposes.

Sponsorship

A contribution of cash or cash equivalents (e.g., sports uniforms) in return for promotion of the contributor by the College.

Gift agreement

A contract between the donor and the College that specifies the terms and conditions of the gift.

Gift in kind

Also known as non-cash gifts, can be gifts of real property or other tangible or intangible items such as artwork, equipment, securities, cultural or ecological property. Note: per the Canada Revenue Agency, a contribution of service, that is, of time, skills or efforts, does not qualify for charitable receipt.

Gift of cash

A gift of cash or cash equivalents (e.g., investment securities, other short-term assets).

Gift of equipment

A gift of a tangible piece(s) of equipment that is considered a capital asset by the College's definition.

Gift of supplies

A gift of a tangible piece(s) of equipment or supplies that is not considered a capital asset by the College's definition.

Gift through planned giving

A gift involving a financial instrument that results in a future benefit to the College contingent on a subsequent event.

Gift of real property

A gift of a building or land or both.

Gift of a service

A gift of a service provided to the college. A gift of a service is ineligible for a charitable donation receipt and is not normally recorded as a transaction.

Sacred Item

As defined by the Canada Revenue Agency (CRA), an object of Indigenous material culture deemed holy or sacrosanct by virtue of its ritual or ceremonial association. Depending upon the nation in question, Sacred Items can include a range of objects connected with drumming, dancing, smoking rituals, vision questing, fasting or traditional healing and sweat lodge rites.

Governing Laws and Regulations

[Registered Charities and Income Tax Act](#)

Procedure Statements**1. Gift Acceptance**

- 1.1. Gift opportunities are first referred to and considered by the Department of Advancement & External Relations. Unless otherwise noted below, gifts to the College are received by this department.
- 1.2. Gifts opportunities of real property are referred by the Director, Advancement & External Relations for consideration by the Executive Director, Facilities Services to determine on behalf of the College whether there is an appropriate and affordable use by the College for the property.
- 1.3. A gift with any of the following characteristics requires the development of a gift agreement:
 - A gift involving a naming opportunity;
 - A gift involving the creation, renewal or amendment of an award, scholarship or bursary;
 - A gift involving real property;
 - A gift through planned giving; or
 - A gift that carries unique terms or conditions where it would be prudent to develop a gift agreement.
- 1.3.1. With respect to specifically designated gifts that do not correspond with a college-identified priority, the Department of Advancement & External Relations will consult with relevant administrative or academic departments. If, following consultation, it is deemed that a prospective

donor's wishes do not correspond with the college's goals and priorities, the donor will be asked to re-designate the intended gift. If the prospective donor's wishes cannot be satisfied within the parameters of the college's goals and priorities, the intended gift will be declined with thanks.

1.4. If a college employee is approached by a potential donor regarding a gift, the employee must contact the Department of Advancement & External Relations to initiate the process.

1.4.1. The Department of Advancement & External Relations can be contacted for information on how to engage in fundraising or for clearance to approach a potential donor on behalf of the college. This does not preclude the participation of any party in the identification, cultivation, and eventual solicitation and stewardship of a prospective donor in consultation with the Office of Advancement & External Relations. It is to ensure that the person(s) with the best relationship with the prospective donor, and knowledge of the project to be funded is/are provided with the necessary support with respect to strategy and proposal development. The goal is to present a coordinated, focused, and disciplined approach that builds long-term relationships and maximizes support.

2. Responsibilities

2.1. The Director, Advancement & External Relations is responsible for:

- Providing executive oversight for sponsorship and stewardship in the application of this policy;
- The general application of this College Policy;
- Ensuring compliance with Board Policy;
- Establishing a process for the consideration and acceptance or rejection by stakeholders of gift opportunities;
- Ensuring that contract language relating to gifts is acceptable to the College;
- Reviewing the content of and authorizing each gift agreement; and
- Where a party to the process identifies that there are significant risks or costs associated with accepting an offered gift, the Director consults with appropriate stakeholders before deciding whether to recommend acceptance of the gift or the conditions under which the gift may be accepted.

2.2. The Senior Development Officer, Major Gifts & Planned Giving is responsible for:

- Ensuring major gift opportunities are communicated to and considered by appropriate College stakeholders prior to acceptance;
- Stewarding of all Planned Gifts to the college;
- Preparing customized stewardship reports for major donors; and
- Preparing the content of each gift agreement (on a form acceptable to the College) for review by appropriate College stakeholders, and authorization by the Director, Advancement & External Relations.

2.3. The Alumni Relations and Annual Giving Officer is responsible for:

- Providing financial stewardship and reporting of gifts;
- Reporting to the Department of Financial Aid any new gifts received as well as their parameters;
- Coordinating the valuation and recording of non-cash gifts in accordance with Canada Revenue Agency guidelines;
- Filing of gift agreements and materials related to the gift; and
- Issuing gift receipts in accordance with Canada Revenue Agency guidelines.

Non-Compliance

If this Policy is not followed, it could lead to legal and ethical issues, misallocation of funds, and potential harm to the college's reputation. It may also result in financial penalties, loss of donor trust, and jeopardize future fundraising efforts, ultimately impacting the support and resources available for our students and programs.

Revision History

Version	Change	Author	Date of Change
Original		Director, Advancement and External Relations	2024-09-10