

# Procedures

## FUNDRAISING AND GIFT ACCEPTANCE PROCEDURES

**Number:** ER 1.1

**Classification:** External Relations

**Procedural Authority:** Vice-President, Research and Innovation

**Procedural Officer:** Director, Research and Innovation

**Effective Date:**

**Supersedes:** Donation of Land (1993); Generation and Submission of Funding Proposals Policy (1993); Donor Recognition Policies and Procedures (1993); Guidelines and Policies for the Receipt of Donations for Scholarships and Bursaries Policy (1993); Internal Procedure for Recording and Reporting of Gifts and Donations Policy (1993); Internal Procedures for the Receipt and Notification of Donations/Sponsorships Received by the University through the Development Office (1995); Non-Sanctioned Fundraising Activities Policy (1993); Planned Giving Program Policy (2000)

**Date of Last Review/Revision:** February 2024

**Mandated Review Date:** February 2031

**Parent Policy:** Fundraising and Gift Acceptance Policy

### Table of Contents

1.0	PURPOSE.....	2
2.0	PROCEDURES.....	2
2.1	General .....	<b>Error! Bookmark not defined.</b>
2.2	Gift pre-approval.....	2
2.2	Gift approval.....	2
2.4	Refusal and Refund of Gifts .....	3
2.5	Gift Agreements.....	3
2.6	Donor Recognition .....	4
2.7	Non-cash gifts.....	4
2.8	Tax receipts and donor records .....	4

## 1.0 PURPOSE

The purpose of these procedures is to outline the process for the administration of fundraising activities and gift acceptance at UNBC, and to ensure compliance with legislative requirements.

## 2.0 PROCEDURES

### 2.1 Gift pre-approval

- 2.1.1 For all gifts-in-kind of artwork, a recommendation to accept the gift must come from the President's Office.
- 2.1.2 For all gifts-in-kind to the Geoffrey R. Weller Library, pre-approval must be obtained in writing from the University Librarian.
- 2.1.3 For all gifts of real estate, pre-approval is coordinated by the Director, Research and Innovation and must be obtained in writing from a committee composed of the Treasury Services Manager, the Director, Facilities and Capital Planning, the Vice-President Finance and Administration, and the Director, Risk and Safety and any others the committee deems necessary.
- 2.1.4 For all gifts intended for research purposes, pre-approval of proposals must be obtained in writing from the VPRI and coordinated by the Director, Research and Innovation.
- 2.1.5 For all other gifts that may total \$20,000 or more or that may meet the criteria for non-acceptance (Section 5.6 of the *Fundraising and Gift Acceptance Policy*), pre-approval must be obtained in writing from the Director, Research and Innovation.
  - i. Deans must keep the Director, Research and Innovation apprised of fundraising and gift acceptance activities.
  - ii. For gifts over \$500,000, pre-approval must be obtained from the final approving authorities listed in 5.9 of the *Fundraising and Gift Acceptance Policy*.

### 2.2 Gift approval

- 2.2.1 Gift acceptance approval authorities and requirements for review are delegated as per I of these procedures.
- 2.2.2 Gift acceptance approval authorities must be:
  - i. Assured the University can meet its obligations within the terms of the gift;
  - ii. Confident that the donor can meet their obligation;

- iii. Assured that the terms of the gift comply with labour legislation, employee collective agreements, and other legislative and regulatory requirements;
- iv. Assured that all necessary groups have reviewed and agreed to the terms of the gift.

## 2.3 Refusal and Refund of Gifts

- 2.3.1 For all gifts, if the gift acceptance authorities consider that the gift may meet any criteria for non-acceptance as per section 5.6 of the *Fundraising and Gift Acceptance Policy*, the gift must be referred to the VPRI who will take it to the President for final determination.
- 2.3.2 A donor's gift may be refunded if allowed by Canada Revenue Agency and any other relevant legislation, and normally only if the money has not been spent or committed by the University.

## 2.4 Gift Agreements

- 2.4.1 Gift agreements must be created for all gifts \$20,000 or more and for specific gifts as listed in Appendix A.
- 2.4.2 All gift agreements must be issued by ORI.
- 2.4.3 Gift agreements must include the following unless a specific form is used in its place such as a gift of securities form or gift-in-kind form:
  - i. A statement that the gift must have University approval before it is considered accepted;
  - ii. A section including the description and intention of the gift;
  - iii. A statement of terms and purpose;
  - iv. A statement allowing the University to amend the terms/purpose;
  - v. A section outlining the payment plan; and
  - vi. A section containing two University signatures and at least one donor signature.
- 2.4.4 ORI is responsible for ensuring that all gift acceptance approvals are received and that gift agreements are signed by the appropriate individuals.
- 2.4.5 If legal review is required as outlined in **Error! Reference source not found.**, ORI must seek legal advice as soon as possible.
- 2.4.6 ORI is responsible for ensuring a liability review is completed for all real estate and private shares gifted to the University.
- 2.4.7 Donors are encouraged to seek independent professional legal, accounting, tax or financial advice and are responsible for all costs incurred. The University cannot suggest or endorse persons who can provide this advice.

- 2.4.8 Expenses associated with a donor's gift (e.g., appraisals, shipping) is normally borne by the donor. In limited circumstances, the University may agree to pay some, or all, of the donor's expenses. Before an expense is incurred, the payor must be agreed upon. If a donor elects not to donate after receiving an appraisal value, the donor bears the full cost of the appraisal.
  - 2.4.9 Unrestricted gifts are directed to the University's top priorities as indicated in the Strategic Plan and at the discretion of the President.
- 2.5 Donor Recognition
- 2.5.1 Signage and announcements regarding the naming of physical assets are determined by the Naming of Physical Assets Policy.
  - 2.5.2 The cost of donor recognition is the responsibility of the unit receiving the gift.
  - 2.5.3 When a communication plan is prepared for a specific gift, the plan must be approved by the approving authority and the VPRI prior to discussions with the donor. If the communication plan includes a press release, the release must be pre-approved by the Communications and Marketing Office.
- 2.6 Non-cash gifts
- 2.6.1 Cultural property – The University Librarian and the President's Office are responsible for determining whether a gift has appropriate qualifications under the Government of Canada's Cultural Property Export and Import Review Board for certification.
  - 2.6.2 Tangible personal property – Tangible personal property, excluding art, library materials, and equipment, is generally sold upon receipt.
  - 2.6.3 Publicly traded securities – Publicly traded securities are redeemed for cash as soon as practical upon receipt.
  - 2.6.4 Private shares – gifts of private shares are not accepted.
  - 2.6.5 Life Insurance Policies – are generally accepted
- 2.7 Tax receipts and donor records
- 2.7.1 ORI is responsible for issuing charitable tax receipts for accepted gifts in compliance with the *Income Tax Act*.
  - 2.7.2 ORI is responsible for the management of donor records.