



College Policy & Procedures Manual	
Category	3 - Financial Legal
Policy #	3.1.1 Fundraising and Charitable Donations

3.1.1 Fundraising and Charitable Donations

POLICY

The College is a registered Charity and an Agent of the Crown and on both counts is authorized to fundraise, receive donations and issue receipts for donations.

PURPOSE

College of the Rockies receives a variety of donations, such as cash gifts and/or gifts-in-kind. The College shall ensure that informed decisions are made upon their acceptance and that such gifts are received in accordance with the requirements of Canada Revenue Agency (CRA), as well as the requirements and priorities of the College. College of the Rockies actively raises funds for College programs and projects through events on and off campus, community campaigns, personal gifts, and corporate donations.

SCOPE

This policy includes all charitable donations made to the College including those for which a donation receipt is issued in accordance with Canada Revenue Agency Guidelines. This policy does not include sponsorships or contributions made by the College to various community groups, not-for-profits, or associations (see College sponsorship policy).

DEFINITIONS

Cash Gift: a cash gift (bills and coins, cheque, EFT or credit card) is a voluntary transfer of funds without consideration. A cash gift is made in any circumstance where all the conditions listed below are satisfied:

- a) Some cash is transferred by a donor to the College;
- b) The transfer is voluntary;
- c) The transfer is made without expectation of return. No consideration or benefit of any kind to the donor, or to anyone designated by the donor, may result from the transfer.

Cash gifts include, but are not limited to, contributions to specific projects, initiatives, scholarships/awards/bursaries, programs, campaigns, or to the College's endowment fund.

Gift-in-Kind: a gift-in-kind (GIK), also known as a non-cash gift, is a gift of property, equipment, consumables, real estate, securities, artwork, or cultural or ecological property, which normally requires appraisal or fair market valuation for tax receipt purposes. See section C (Appraisals).

Gift of Service: a donation or gift of service is not recognized by CRA for income tax purposes, nor is it generally accepted by the College. However, if the service would normally be purchased and paid for, payment may be made to the donor who then may donate the proceeds as a cash gift to the College.

Fair Market Value: although the term “fair market value” is not defined in the Income Tax Act, CRA requires satisfactory evidence of fair market value of the gift. Fair market value shall be interpreted to mean “the price the property would bring in an open market transaction between a willing buyer and a willing seller, acting independently of each other and each having full knowledge of the facts”. An arm’s length sale and purchase of the property, at or near the effective date of valuation, is normally considered the best proof of value at the time.

GUIDELINES

A. GENERAL

- A.1 The College may accept charitable gifts in the form of cash, cheque, credit card, electronic funds transfer (EFT), gifts-in-kind, or gifts of service. Ownership of all gifts shall vest with the College, whether they be for the benefit of the College in general or for a specific purpose.
- A.2 The Director, Donor and Alumni Engagement is responsible for oversight of the College’s fund development program including donor relations, recognition and protocols with respect to fundraising, cash gifts and gifts-in-kind.
- A.3 The College (as per Section B “Consultation, reporting and acknowledgement”) maintains the right to refuse any gift that it judges not to be in the best interests of the College.
- A.4 Cash gifts and gifts-in-kind may be accepted if there are no usage restrictions set by the donor(s), or if the restrictions set by the donor(s) allow the gifts to be used in a manner consistent with the needs and goals of the College as judged by the College.
- A.5 Gifts-in-kind shall be such that they can be retained as a College asset and used in connection with College activities, with discretion as to its use and management, or disposed. The College reserves the right to dispose of items received as gifts.

A.6 In considering acceptance of a gift, the College will first review the terms and conditions of the gift; nothing shall be done which might be misconstrued as an acceptance of a gift until the College has decided to accept the gift (per section B) including any associated costs or compatibility requirements, if applicable. Should a potential gift be deemed not in the interests of the College at that time – and therefore not accepted – the Director, Donor and Alumni Engagement will inform the prospective donor.

A.7 The College shall consider the following when accepting a gift-in-kind:

- Potential liabilities, including environmental issues;
- Potential acquisition, installation, usage, storage, or maintenance costs;
- Condition and repair of the item;
- Perceived or real conflicts of interest;
- Potential competition with existing providers, stakeholders or partners;
- Instructional, aesthetic or other value to the College or potential users.

A.8 In general, as the College is itself a charitable organization which receives donations, it does not contribute financially to other charities. However, the College promotes itself as a supporter of the community and as a result is often asked for promotional items, limited use of campus space, gifts-in-kind or monetary donations to various charitable, not-for-profit organizations, as coordinated through the Communications and Marketing Department (see College sponsorship policy).

B. CONSULTATION, REPORTING AND ACKNOWLEDGEMENT

B.1 The College endeavors to operate in a coordinated manner with respect to fundraising and community engagement. As such, the Director, Donor and Alumni Engagement is responsible for approving all non-research related College fundraising activities involving single or cumulative requests of \$500 or greater (see Appendix C: *Fundraising Activity Approval Form – donor prospect clearance*).

B.2 The appropriate manager will be consulted prior to the acceptance of gifts-in-kind. Where, in the opinion of the manager, the acceptance of the gift would prove administratively difficult and/or not in the College's best interest, the terms of the gift may be revised, or the offer declined. Where, in the opinion of the manager, the acceptance of the gift is deemed beneficial to College programming, the manager will endorse the acceptance of the gift (see Appendix B: *Charitable donations form for gifts-in-kind donated to College of the Rockies*) and forward the completed form to the Director, Donor and Alumni Engagement for final review.

- B.3 The Director, Donor and Alumni Engagement in consultation with the Director, Finance, is responsible for approving all cash gifts and gifts-in-kind deemed to be in the interest of the College. This oversight includes equipment donations, online giving, major gifts, annual giving, scholarships/ awards/ bursaries, special initiatives, and campaigns in collaboration with other College departments.
- B.4 The Director, Finance shall determine whether a gift meets Canada Revenue Agency's definition of a donation and is eligible for a Charitable Donation Tax Receipt. The Financial Services Department will generate a tax receipt and provide required information for year-end Financial Statements and government reporting. All donations shall be recorded in the financial records of the College.
- B.5 Acknowledgement protocols for all cash gifts and gifts-in-kind, including all thank-you letters and official recognition, will be coordinated through the Donor and Alumni Engagement Office, in consultation with the appropriate department/campus and the Communications and Marketing Department.

C. APPRAISALS

- C.1 *Gifts-in-kind valued at less than \$1,000.00:* Canada Revenue Agency will accept the appraisal from a College employee, provided the employee is knowledgeable in the field of the gift-in-kind and qualified to appraise the item for its fair market value. The appraisal and rationale shall be provided in writing to the department manager who will then forward the required donation form (see Appendix B) to the Director, Donor and Alumni Engagement.
- C.2 *Gifts-in-kind valued at \$1,000.00 and over:* gifts-in-kind valued at \$1,000.00 and over must be appraised by an independent appraiser. Written, third-party appraisals must be reviewed by the appropriate department manager, attached to the required donation form (Appendix B), and forwarded to the Director, Donor and Alumni Engagement.
- C.3 Appraisal costs: the donor shall bear the cost for the appraisal unless otherwise agreed. Donors and departments should confirm the College's willingness to accept, or consider accepting, a gift-in-kind before initiating an appraisal if costs are involved.

D. BUDGET FORM

- D.1 If cash is donated for a specific purpose or project, a proposed budget will be prepared and approved by the manager/director/dean of the recipient department and submitted to the Financial Services Department following approval of any Appendix A submissions (charitable donations form for cash gifts donated to College of the Rockies).

Charitable donations form for cash gifts donated to College of the Rockies

The College receives a variety of donations, such as cash gifts (cash, cheque, credit card) as per policy 3.1.1. Donations can be made using a credit card online at www.cotr.bc.ca/giving. Alternatively, this form can be used when accepting cash or a cheque for specific projects, initiatives, scholarships/ awards/ bursaries, or contributions to the College’s endowment fund. The Director, Donor & Alumni Engagement, in consultation with the Controller, is responsible for approving all cash gifts deemed to be in the interest of the College.

Section 1

Donor Name: _____

Business (if donation made on behalf of a company): _____

Address: _____

Phone: _____

Donation of \$ _____ Toward...

New scholarship/award/bursary (documentation attached): _____

Existing scholarship/award/bursary: _____

Project: _____

Other: _____

Additional terms and conditions? no

yes (documentation attached)

Notes:

Date: _____

Section 2

the College declines acceptance of the donation as noted above

the College agrees that the donation above is acceptable

Description: _____

Cost Centre: _____

Financial Services: Charitable receipt Non-charitable receipt COTR controlno.: _____

Signatures for approval:

Controller

Director, Donor and Alumni Engagement

Date: _____

Date: _____



Appendix B (Policy 3.1.1)

Charitable donations form for gifts-in-kind donated to College of the Rockies

The College receives a variety of donations, including gifts-in-kind (non-cash gifts) such as property (e.g. equipment, consumables, real estate, artwork, etc.) as per policy 3.1.1. The completion of this form is required for all gifts-in-kind transferred to the College to ensure that charitable donations are received in compliance with applicable laws and in accordance with College priorities. The Director, Donor & Alumni Engagement, in consultation with the respective Department Head or Campus Manager and the Director, IT and Controller is responsible for approving all gifts-in-kind deemed to be in the interest of the College.

SECTION 1

to be completed by the DONOR

Donor name: _____

Company name (if applicable): _____

Address: _____

Phone: _____

Donation description: _____ photo attached

Serial number (if applicable): _____

Estimated fair market value: \$ _____ independent appraisal(s) attached

Additional terms and conditions: no yes (documentation attached for consideration)

As donor, I agree that the information above is correct and I agree to the terms or restrictions as outlined and attached hereto. Further, I understand that the College maintains the right to refuse, or to use, transfer, sell, or dispose of the donation(s) in any way it deems appropriate.

Donor signature: _____ Date: _____

SECTION 2

to be completed by the COLLEGE

Program name: _____ Cost centre: _____

Installation costs, compatibility, other implications:

I have consulted with the *Director, Facilities & Director, IT*
correspondence attached, if applicable

Rationale Attached
faculty correspondence/description from Subject Matter Expert

**Signature
for**

Endorsement

Department Head or Campus Manager

Signature

Title

Date

**Financial
Services**

The College **AGREES**
that the above donated item(s) are acceptable
and will assume any ongoing costs associated
with the maintenance and use of the gift

Charitable receipt

The College **DECLINES**
acceptance of the above donation(s)

Non-charitable receipt.

COTR control no.: _____

**Signatures
for**

Final Approval

Controller

Director, Donor & Alumni Engagement

Date

Date

Appendix C: Fundraising Activity Approval Form – Donor Prospect Clearance

Fundraising activity approval form - donor prospect clearance

The College endeavours to operate in a professional and coordinated manner with respect to fundraising and community engagement, as per policy 3.1.1. This procedure applies to all non-research fundraising activities and aims (i) to prevent competing solicitations from damaging the prospects of upcoming or existing College appeals; and (ii) to ensure that fundraising is aligned with the College’s brand, is conducted in compliance with applicable laws and is in accordance with College priorities.

The Director, Donor and Alumni Engagement approves all non-research fundraising activities involving single or cumulative requests of \$500 or greater. This process ensures no conflict exists between fundraising activities by Department staff or faculty and College-wide solicitation appeals, managed through the Donor and Alumni Engagement Office. Please complete the following and submit to giving@cotr.bc.ca:

Section 1	
Name of primary solicitor:	
Department:	
Fundraising activity description:	
Proposed donor(s):	
Proposed solicitation date(s):	
\$ request:	
Purpose of funds:	
Signature for Endorsement (Dean/Director/Manager):	

Section 2		
Donor and Alumni Engagement Office evaluation:	<input type="checkbox"/> approved	<input type="checkbox"/> not approved
Comments: _____		

Signature:		

Director, Donor and Alumni Engagement		
Date: _____		