

Gift Acceptance Policy

DEFINITION

Gift acceptance relates to decisions regarding gifts offered or made to the organization.

PURPOSE

The purpose of this policy is to provide clear, transparent and accountable guidelines for acceptance of gifts in ways that are consistent with Alongside Hope's vision, mission and values. The policy should be read in conjunction with the Fundraising Policy. Accepted gifts will be cost effective, will not entail undue liability either to Alongside Hope or the donor, and will be in accordance with guidelines issued by the Canada Revenue Agency (CRA).

APPLICATION

This policy applies to all directors, members, employees, agents and prospective donors of Alongside Hope.

POLICY

Alongside Hope may accept various types of gifts including, but not limited to:

- Monetary gifts
- Publicly-traded securities (e.g. stocks, bonds, or mutual funds)
- Gifts in kind
- Life insurance policies
- Bequests, planned gifts

Alongside Hope will

- only accept donations for purposes that are consistent with its mission
- reserve the right to decline a gift
- decline to name gifts in honour of the donor
- work within the context of tax, trust and other regulatory requirements
- seek legal advice on acceptance of gifts-in-kind, unusual gifts, gifts with major conditions attached, gifts of real property, personal property, gifts of securities that are subject to restrictions or buy-sell agreements, gifts requiring Alongside Hope to assume financial or other obligations
- ensure that Alongside Hope is not exposed to uncertain and possibly significant liability and/or protracted litigation, by accepting or declining the gift
- issue Official Income Tax receipts for any amount that conform to guidelines set out by the Canada Revenue Agency
- issue receipts for donations of any amount
- disclose, on request, whether the individual seeking donations is a volunteer or an employee
- not, directly or indirectly, pay a finder's fee, commissions or percentage compensation based on donations
- honour restrictions on use of gifts
- if initiatives are over-subscribed, redirect designated donations in excess of the amount needed to other similar initiatives within Alongside Hope.

AMENDMENT

This policy may be amended by the Alongside Hope Board.

Adoption Date: May 2013

Review Date: January 2022

Amendment Date: March 2022