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## **Donation Acceptance Policy**

<b>Office of Accountability:</b>	Office of Advancement
<b>Office of Administrative Responsibility:</b>	Office of Advancement
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with this University-wide policy extends to all members of the University community.

### Overview

The University of Alberta is committed to excellence in teaching and research and to the fundamental principles of academic freedom. Philanthropic support is an important element in advancing research and education. The University welcomes **donations** from individuals and organizations to help it achieve its academic mission and to enhance its programs and services to students and researchers. In addition to providing an efficient review and **acceptance** process, this policy and published procedures are intended to provide a framework for the recognition and appreciation to donors in an appropriate and consistent manner, to cultivate future support with the University's current donors and to stimulate interest and support among potential donors.

The University of Alberta is a registered charity and complies with requirements of the *Income Tax Act*.

### Purpose

To create a framework for the review and acceptance of philanthropic donations to the University of Alberta.

### Guiding Principles

The University values and will protect its integrity, autonomy, and academic freedom, and does not accept donations when a condition of such acceptance would compromise these fundamental principles.

## **POLICY**

1. The University's solicitation and acceptance of donations is informed by and consistent with priorities and interests established by the University.
2. A donation made may be in the form of an "**expendable gift**" or to establish or augment an "endowment".

An expendable gift is made through a voluntary and irrevocable transfer of **property** by a donor, to the University, to be available for immediate expenditure by the University, in return for which no valuable benefit flows to the donor from the University. With **donations to endowments**, the University receives a donation to hold, as trustee, in a charitable purpose trust. Spending allocations are generated by the property for use by the University in support of the purpose or object of the endowment.

Expendable gifts may be either "designated" or "undesignated" donations. Endowments are designated donations.

- **Undesignated donations** are not restricted in the manner in which they may be expended, and are available to use for such purposes as the University determines will best advance its interests and priorities. Expendable gifts directed to a particular faculty, department, or program, but for general expenditure, remain "undesignated".
- **Designated donations** are used expressly for the purposes for which they are given, or in the case of an endowment, in support of the identified purpose or object of the endowment. Expendable gifts directed to a particular faculty, department, or program for specifically identified purposes are designated donations.

Any designated purpose for an expendable gift, or of an endowment donation, may be general or specific.

3. The University is committed to the highest standards of donor stewardship and accountability. This includes appropriate acknowledgement and recognition for donations. Where reports are supplied to donors, these reports will conform to University policies, and be shared with donors by the appropriate academic or administrative office relevant to the donation.
4. Any terms or conditions governing the use of donations are matters of public record, except for information that is personal or proprietary, in accordance with the *Freedom of Information and Protection of Privacy Act*. A list of all donations may be produced annually and be made available, as needed, to the Board of Governors, and may be made public by the Office of Advancement in the form of a listing of donors for stewardship and recognition purposes. Donors may request to be identified as anonymous in all public recognition activities. When requested, the University will maximize donor anonymity protection.
5. The University will follow both University policy and federal and provincial laws with respect to the acceptance of donations that include designations relating to ethnic, religious, gender, or analogous personal characteristics and prior approval of the **Donation Acceptance Committee** is required with respect to accepting any such donations. Only donations that the University is fully entitled to shall be accepted and receipted.

The prior approval of the Donation Acceptance Committee is also required with respect to any donation in support of a scholarship or award that seeks to designate criteria relating to membership in a particular University constituency, group, or association.

6. Donors are ultimately responsible for ensuring that the proposed donation furthers their own charitable, financial and estate planning goals. Therefore, donors are encouraged to seek independent advice in the donation planning process. It is not within the domain of either the University or its staff to give legal, accounting, tax or other advice to prospective donors.
7. Where donation agreements seek to include a provision for advisory boards and committees, the University will only create such a board or committee with the prior agreement of the relevant academic unit or units.

From time to time issues arise with respect to a donor seeking to take an advisory role in a project/centre or institute or gift/endowment to which they have provided funding. Legal, governance and general policy considerations can all be triggered by such on-going involvement, thereby requiring the approval of the Vice-President (Advancement), the Vice-President (Finance and Administration), Vice-President (Research), and Provost and Vice-President (Academic), or at their direction, the approval of the Donation Acceptance Committee.

8. The University does not accept or recognize as a charitable donation any monies or other property that provides a benefit or consideration to the donor or anyone designated by the donor. This includes employment at the University, enrolment in a University program, or a University procurement contract. There are certain circumstances, for example sponsorships, where the University will consider such donations, as defined within the *Counting Practices for Philanthropic Support Procedure*.

9. The Office of Advancement will record all donations to the University in the alumni and donor database and ensures the timely and accurate issuance of donation receipts on behalf of the University.
10. The University of Alberta does not accept tangible honorary or memorial donations, such as statues, plaques, and other items intended for public display, that are outside of the *Museums and Collection Policy*.
11. The University of Alberta may elect to accept or decline any donation. The University will not accept a donation unless there is a reasonable expectation that acceptance of the donation would benefit the University. The University will not accept a donation if such acceptance imposes upon the University overly burdensome administrative or other efforts or costs. The final decision to accept a donation rests with the Board of Governors, and is subject to the authorities vested under the *Contract Review and Signing Authority Policy* and the associated documentation to establish the Gift Agreement and Statement of Trust.

### Special Circumstances – Donation Acceptance Committee

All donations must be in support of, and consistent with, the Mission and Vision of the University of Alberta. Donations that by their nature or terms are not clearly in conformity with these and other applicable policies must be presented to the Donation Acceptance Committee (DAC) for evaluation and approval. Consultation with relevant areas of the University (including, but not limited to members of the President’s Executive Committee, deans, appropriate academic leaders, and the Prospect Manager) shall be included in the DAC’s donation evaluation process.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[▲Top]</a>	
<b>Donations</b>	May take the form of an “expendable gift” or an “endowment donation”.
<b>Acceptance</b>	The decision by the University to accept a donation in accordance with this policy.
<b>Expendable Gift</b>	A donation made through a voluntary and irrevocable transfer of property by a donor, to the University, to be available for immediate expenditure by the University, in return for which no valuable benefit flows to the donor.
<b>Property</b>	An asset with determinable value such as cash, securities, life insurance interest, art, or real property.
<b>Donations to Endowments</b>	A donation where the University receives property from the donor to hold, as trustee, in a charitable purpose trust and spending allocations are generated for use in support of the purpose or object of the endowment. Donations can augment existing endowments or create new ones.
<b>Undesignated Donation</b>	A donation where the donor has not specified any restrictions as to the use of the funds.
<b>Designated Donation</b>	A donation where the donor has specified restrictions on the use of the donation.
<b>Donation Acceptance Committee (DAC)</b>	The committee established to review and consider acceptance of proposed donations with special circumstances. The Committee also reviews the Donation Acceptance Policy and Procedure.
<b>Tangible Donation</b>	A donation of a physical object such as commissioned art, statues, plaques and other items intended for public display.

**RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Canada Revenue Agency](#) (Government of Canada)

[Centres and Institutes Policy](#) (University of Alberta)

[Charitable Fund-Raising Act and Regulations](#) (Government of Alberta)

[Conflict Policy - Conflict of Interest and Commitment and Institutional Conflict](#) (University of Alberta)

[Contract Review and Signing Authority Policy](#) (University of Alberta)

[Creation of New Awards and Bursaries for Undergraduate Students Procedure](#) (University of Alberta)

[Freedom of Information and Protection of Privacy Act](#) (Government of Alberta)

[Discrimination, Harassment and Duty to Accommodate Policy](#) (University of Alberta)

[Naming Policy](#) (University of Alberta)

[Naming of Academic Entities Procedure](#) (University of Alberta)

[Prospect Management Policy](#) (University of Alberta)

**PUBLISHED PROCEDURES OF THIS POLICY**

[Counting Practices for Philanthropic Support Procedure](#)

(see Sections 2 and 3 for accepted Donation Types and how they are recorded)

[Donation Acceptance Policy \(Appendix A\) Acceptance of Honourary and Memorial Donations](#)

[Donation Acceptance Procedure](#)

[Museums and Collections Policy](#)

[Return of Donation Procedure](#)