



GIFT ACCEPTANCE POLICY

Policy Type:	Fundraising
Issuing Authority:	Board of Directors
Date Approved:	September, 2018

GIFT ACCEPTANCE POLICY

This policy outlines the COPE Service Dogs' (COPE) policy respecting accepting gifts from individuals, corporations and foundations.

PURPOSE

To ensure the proper steps are taken when accepting gifts in accordance with COPE Service Dogs policies and maintaining the organization's high level of commitment to donor stewardship and ethical conduct on the part of the organization. Donations of any kind may be only directed towards a program(s)/project(s) of COPE Service Dogs, related to the mission of the organization, and never to benefit a particular individual.

GIFTS ELIGIBLE FOR ACCEPTANCE

Donations by definition may only be made without expectation of benefit in return.

1. Cash Donations

Gifts of cash may be in the form of cash; cheque, electronic funds transfer; credit card transaction or other cash transfer mediums accepted by COPE Service Dogs.

2. Gifts in Kind

- a) Gifts in kind are donations of property other than cash. They can include donations of land, buildings, marketable securities, equipment, furniture, vehicles promotional items and raffle and auction prizes. Gifts in kind do not include gifts of services. Gifts of Services are ineligible for a tax receipt.
- b) Gift in kind donations may have unique tax consequences. Therefore, COPE will advise all donors to consult with their personal tax advisors prior to donating to ensure that they have a solid understanding of these consequences.
- c) Gifts in kind may carry additional risks to COPE Service Dogs and therefore prior to acceptance of the gift, the organization will consider all associated costs involved with the acceptance of a Gift in Kind. Examples of associated costs include but are not

limited to: Appraisal costs, storage costs, potential legal ramifications and/or potential disposal costs.

- d) The acceptance of the gift by the organization is predicated on proper proof of value and the ability for the organization to use the gift. For example: it may be questionable for the organization to accept (i.e. property that a gas station used to be on).
- e) In accordance with Canada Revenue Agency (CRA) the charitable receipt issued to the donor must equal the fair market value of the gift. If this value is not easily determinable, an independent appraiser must be solicited to determine the fair market value. (Fair Market Value The highest dollar value, expressed in terms of money, that the property would bring in an open and unrestricted market between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other).

For new goods received, the organization must look at the following (whether or not a tax receipt is being issued):

- a) Identify that the items are a donation, which COPE wishes to accept and/or use.
- b) Obtain written documentation from the donor identifying the item(s) as a donation or gift to COPE Service Dogs.
- c) If the donor is an individual, obtain either current retail price information from an independent source (i.e. catalogue) or a copy of the receipt used to purchase the items by the donor in order to determine fair market value.
- d) If the donor is a company and the gift is from their own inventory, obtain an invoice from the company donating the goods indicating that the invoice is not to be paid; and, a copy of an inventory price list that shows the item(s) being donated and what they would normally be sold for. If this information cannot be obtained an appraisal may be required in order to determine fair market value.

For used goods received, the organization must look at the following (whether or not a tax receipt is being issued):

- a) Identify that the items are a donation, which COPE would like to accept.
- b) Obtain written documentation from the donor identifying the item(s) as a donation or gift to COPE Service Dogs.
- c) Obtain the appropriate independent appraisal, from a qualified appraiser, for items being donated with an estimated value of \$1,000 or greater. If the gift is \$1,000 or less in value, an appraisal can be made by a qualified member of the organization.

3. Gifts of Securities

The value of gifts of securities, received by COPE Service Dogs, is determined as follows:

- a) Donation of stock:
 - I. Electronic Transfer -The receipted amount will be calculated based upon the average of the high and low stock price on the date that transfer is confirmed by our custodian.
 - II. Physical Transfer - The receipted amount will be calculated based upon the average of the high and low stock price on the date COPE Service Dogs is in physical possession of the shares.

- b) Donation of bonds and debentures: The receipted amount will be calculated based upon closing price on the date received as above or preceding recorded trade date that transfer is confirmed by our custodian.
- c) Donation of mutual funds: The receipted amount will be calculated based upon the price on the date of transfer as determined by COPE Service Dogs broker or the mutual fund agency.
- d) Bequest of securities: The receipted amount will be calculated based upon the day end price of the securities as of the date of death.
- e) Year-end donations of securities: The receipt date will be the post- mark date on the envelope containing the certificates. The receipted amount will be calculated based upon the average of the high and low stock price on the date the organization is in physical possession of the shares.

In each of the above situations, the securities will be immediately liquidated and the activity funded will be credited with the net proceeds from the sale, including any gain or loss.

4. Planned Gifts

- a. There are several ways to express support to COPE Service Dogs initiatives including:
 - I. Bequests by Will
 - II. Gifts of Securities
 - III. Life Insurance
 - IV. Real Estate
 - V. Charitable Remainder Trust
 - VI. Residual Interest
 - VII. Charitable Gift Annuity
- b) Acceptance of the above types of planned gifts must have the approval of the Executive Director.

5. Gifts from Corporations:

This portion of the policy applies to the acceptance of gifts and sponsorship from corporations and is specifically intended to define the parameters of receiving financial support from the pharmaceutical industry, including vitamin companies,

Guiding principles to protect the organization and its interests when receiving corporate funding:

- a) COPE will not explicitly endorse any products or services of a commercial nature.
- b) The use of COPE's name and logo, or its programs, (alone or in combination with a co-branded partnership logo) will be granted to corporate partners relative to the return/benefit to COPE and the realization of the partnership goals.
- c) We will not knowingly enter into a partnership or accept funding from a company that produces or sells a product that is proven to be harmful. (i.e. pesticides).
- d) The security and confidentiality of our volunteers, staff, program participants and other stakeholders must be protected.
- e) The relationship must not conflict with existing guidelines, positioning statements or contravene our by-laws, organizational rules or policies.
- f) The Executive Director and/or Board of Directors may choose not to accept financial or in-kind support from a corporation at their discretion.

- g) COPE is compliant with the International Society of Fundraising Professionals Code of Ethical Standards and Accountability.

6. Restricted/Designated Gifts

Occasionally, COPE will seek and receive designated gifts for a specific program, activity or capital expenditure to advance the Mission of the organization.

For designated or restricted gifts, it is the policy of COPE that the funds are being accepted on the condition that they will be used for the specified purpose or project intended, unless the purpose of the project has been completed, or for some reason cannot be completed, in which case the Board may decide that the funds are to be used for another charitable activity within the organization.

It is recommended that at the time a restricted or designated gift is made that the donor be made aware of this policy.

7. Communication of COPE's Gift Acceptance Policy

This policy will be posted on the organization's website to ensure clarity and transparency.