



## Gift Acceptance Policy Summary

### Purpose of Gift Policies and Guidelines

The READ Saskatoon Board of Directors and its staff solicit current and deferred gifts from:

- individuals
- corporations, and
- foundations

These policies and guidelines govern the acceptance of gifts by READ Saskatoon and provide guidance to prospective donors and their advisors when making gifts to the organization.

### Adherence to Laws

Authorized representatives of READ Saskatoon will not accept any gift that:

- violates the requirements of the Canada Revenue Agency (CRA)
- violates any federal or provincial laws
- improperly provide benefit to any individual or organization
- that would jeopardize the tax-exempt status of READ Saskatoon

### Restrictions on Gifts

READ Saskatoon will accept unrestricted gifts and gifts for specific programs and purposes (restricted gifts), provided that such gifts are not inconsistent with its stated mission, purpose, and priorities.

READ Saskatoon reserves the right not to accept any gifts that are too restrictive in purpose. Gifts that are too restrictive include gifts that:

- violate the terms of READ Saskatoon's governing documents
- may be too difficult or costly to administer
- are inconsistent with or outside of the scope of the mission of READ Saskatoon

The Executive Director and Board of Directors shall have the independent authority to decline proposed cash gifts that are too restrictive in purpose.

READ Saskatoon records each gift according to the designation indicated by the donor. If specific restrictions are indicated and the donor's restrictions cannot be followed, the gift will not be accepted. To designate a gift to a specific READ Saskatoon program, a donor

must submit written notification as part of the gift agreement. Non-designated outright gifts of cash are attributed to the READ Saskatoon operating fund.

### **Ethical Considerations**

READ Saskatoon shall conduct its business in accordance with standards of accuracy, truth, integrity, and good faith as stated in the codes of professional conduct issued by the Association of Fundraising Professionals and the Canadian Association of Gift Planners and READ Saskatoon.

### **Confidentiality & Donor Anonymity**

All information concerning prospective donors and current donors, shall be under the purview of the staff or volunteer(s) involved and will be kept strictly confidential unless a donor gives permission to use selective information for recognition or referral purposes.

### **Types of accepted gifts**

READ Saskatoon is authorized to accept gifts of the following:

- Cash
- Publicly Traded Securities
- Closely Held Securities
- Limited Partnership Interests
- Charitable Trusts
- Real Property
- Personal Property
- Life Insurance Policies
- Beneficiary of Investment Plans, Life Insurance, Retirement Plans
- Bequests
- Donor Advised Funds
- Endowment Funds