Policy Information	
Policy No:	AD-F-2.16
Approved by:	Executive Committee
Approval Date:	January 11, 2023
Executive Responsible:	VP Finance and Corporate Services
Administrator Responsible:	Director of Finance, Exec Director-Marketing and Communications
Date of Next Review:	January 2025

GIFT-IN-KIND DONATION ACCEPTANCE

Policy Statement

This policy and associated procedures set out how the College of New Caledonia ("CNC" or "the College") may accept, maintain, and use gift-in-kind donations that strengthen teaching, learning, and research in program areas.

Purpose / Rationale

This policy will ensure all gift in-kind donations to CNC follow the College's governing principles for the acceptance, administration, and management of gifts, as well as Canada Revenue Agency guidelines. This policy will also ensure gift-in-kind donations support the quality of student education, extend the value of limited resources within the College, and offer opportunities for community partnerships.

Scope / Limits

This policy applies to donations of physical assets including (but not limited to) equipment, vehicles, supplies, art, books or library collection-related items, and ecological or tangible cultural assets.

This policy does not apply to donations of cash, securities, land/property, or services (i.e. time, skill, efforts, etc.).

Principles/Guidelines

1. The College accepts gift-in-kind donations that contribute to teaching, research, or student success at CNC, or lead to the development of a relationship between a donor and CNC that strengthens teaching, research, and student success.

   1.1 The College reserves the right to refuse any proposed gift that:

      1.1.1 Will not contribute to teaching, research, or student success, or foster relationship-building efforts with a donor in a meaningful way;

      1.1.2 May create an operational and/or resource barrier to the college; and/or

      1.1.3 Is inconsistent with CNC's vision, mission, and values.

1.2 The College will decline any donation that was obtained through activities that appear to violate federal, provincial or municipal laws or that appears to compromise the College's integrity, autonomy, and/or academic objectives.

2. Donor relations and stewardship require care and attention. College employees are required to follow the responsibilities outlined in the *Gift-in-Kind Acceptance Procedures* by working closely with their supervisor as well as donor relations staff when a gift-in-kind donation is proposed.
3. The College will follow Income Tax Act and Canada Revenue Agency (CRA) guidelines for assessing all gift-in-kind donation valuations.
4. The College will work with donors to outline acceptance and recognition of the gift-in-kind donation.
5. When applicable, the College will issue a charitable tax receipt to the donor upon verification that the gift's actual condition matches:

   5.1 The condition described by the donor; and/or

   5.2 The condition upon which an appraisal was conducted.

6. All gift-in-kind donations are considered property of the College regardless of who may have been the primary contact for the donation.

   6.1 The College will hold exclusive responsibility for the use and disposition of the property.

Links to Other Related Policies, Documents and Websites

CRA Gifting & Receipting
Gift In-Kind Acceptance Procedures

Policy Amendment Log

Amendment Number:	Date:
0	January 11, 2023
1	January 16, 2023
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