



Policy Type:	<b>Fundraising</b>	Policy Number:	<b>FR-01</b>
Policy Title:	<b>General Gift Acceptance</b>	Initial Policy Approval Date:	<b>April 2021</b>
		Last Review/Revision Date:	
		Year of Next Review:	<b>2025</b>

---

OV-CAOS welcomes and encourages contributions from individuals, groups, foundations and businesses for the purpose of enhancing and enriching the programs and services that the organization provides for the people of the Ottawa Valley. This policy sets out the requirements for general gift acceptance by the organization.

### **Section 1: Ethics and Definitions**

1. OV-CAOS is committed to the highest ethical standards of philanthropy, financial accountability and development practice as articulated in the *Donor Bill of Rights* (Appendix A).
2. The Canada Revenue Agency defines a donation as a voluntary transfer of property to OV-CAOS made without the expectation that any benefit will accrue to the donor.

### **Section 2: Types of Gifts**

1. OV-CAOS accepts the following types of contributions:
  - a) art and photographic works of archival significance
  - b) equipment
  - c) cash
  - d) in-kind gifts or services
  - e) property of significant value, such as real estate
  - f) transfers of securities
  - g) planned gifts such as bequests or gifts of life insurance.

### **Section 3: Acceptance of Donations**

1. OV-CAOS evaluates all donations and accepts only those which it feels align with the mission, values and standards of the organization.
2. Donations will become the exclusive property of the organization and must be clear and unencumbered when given. OV-CAOS may accept conditions on the use and/or disposition of donations only where it deems the proposed conditions to be reasonable and feasible.
3. While honouring the wishes of donors as appropriate, OV-CAOS reserves the right to use the donation in the best interest of the organization, and shall make decisions regarding the investment, disposition and eventual disposal of all donations.

## FR-01 - General Gift Acceptance (continued)

### Appendix A: Donor Bill of Rights

#### Donor Bill of Rights

To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the organization, we declare that all donors have these rights:

- a) To be informed of the organization's mission, of the way OV-CAOS intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- b) To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- c) To have access to the organization's most recent financial statements.
- d) To be assured their gifts will be used for the purposes for which they were given.
- e) To receive appropriate acknowledgement and recognition.
- f) To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- g) To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- h) To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

\*Adapted from Association of Fundraising Professionals – *Donor Bill of Rights*. To use the AFP Donor Bill of Rights, permission is required from AFP - see <https://afpglobal.org/donor-bill-rights>