

DONATIONS, GIFTS, AND GRANTS POLICY

INTRODUCTION

Historically the Courtenay and District Fish and Game Protective Association has accepted donations from both its members and the community at large, and donations, gifts, and grants continue to play an important and integral part of Association facility operations. As well, from time to time and as it sees fit, the Association may approve donations to support other organizations or individuals.

PURPOSE

The Association's Board of Directors have a fiduciary duty to assure that the Association's assets are used efficiently and protected from potential liabilities and diversion to purposes other than those that further the Association's goals.

The Donations, Gifts, and Grants Policy provides guidelines to address the following:

- Donations, gifts, and grants to the Association
- Donations by the Association to other organizations or individuals
- To provide the Board, Association members, and staff with a consistent way to handle donations, gifts and grants to, and from, the Association.
- To ensure recording of donations and gifts.
- To ensure recognition and acknowledgement of donors where appropriate. To that end the Association is committed to respecting the privacy of donors where requested or appropriate.
- To establish guidelines to protect the Association and its members from accepting a donation, gift, or grant that could result in liability, obligation, or damage to the reputation of the Association.
- To further public trust in the Association, and perhaps stimulate other donations and gifts.

PRINCIPLES

1) The Association may solicit donations, accept gifts, or apply for grants that will help further and fulfill its goals. When considering whether to solicit donations, accept gifts, or apply for grants the organization will consider the following factors:

- Values - does the acceptance of the donation, gift, or grant compromise any of the core values of the Association?
- Is there compatibility between the intent of the donor and the Association's use of the donation, gift, or grant?
- Public Relationships – could acceptance of the donation, gift, or grant damage the reputation of the Association?
- Primary Benefit – is the primary benefit to the Association versus the donor?
- Is acceptance of the donation, gift, or grant consistent with prior practice?
- Is the donation, gift, or grant offered in a form the Association can use without incurring substantial expense or difficulty?

- Effect on Future Giving - will the donation, gift, or grant encourage or discourage future donation, gifts, or grants?
- The Association will maintain complete control, consistent with any donor restrictions acceptable to Association, of any and all funds provided by corporations, organizations, and / or individuals.

2) The Association may make donations to other organizations or individuals in the form of physical items, bursaries, cash or cash equivalent, or labour.

DEFINITION

This Policy involves the Treasurer, the Finance Committee, the Board of Directors, Facility and Committee Chairs, and the Membership at large. Changes to this policy require recommendation from the Board and approval at a General meeting.

The Association may accept donations, gifts, or search out grants of goods and services, labour, machinery or equipment work, cash or cash equivalents, stocks or other negotiable instruments, land, or bequests providing the correct procedures contained in both this Policy and the Association's Finance Policy are followed.

This Policy is directed specifically towards donations, gifts, grants of goods and services, labour, machinery or equipment work, cash or cash equivalents, stocks or other negotiable instruments, land, or bequests to the Association from non-members, Government or non-Government organizations, corporations, contractors, businesses, etc. However this policy does not exclude the recording and reporting of donations or gifts to the Association from members.

RESPONSIBILITY

- This Policy requires that donations are recorded. All donations so recorded must be reported to the Board of Directors by a Director appointed to this task.
- Committee / Facility Chairs (or any Association members) are responsible to file a completed 'Donation' form (attached to this policy)
- For Association Fund Raising events (ie: Outdoor Show, Filberg Fund Raiser, etc.) the Chair of such event will compile and file with the office a 'master list' of donations / donors upon completion of the event.

PROCEDURES

- 1)** On behalf of the Association donations or gifts may be accepted by any member of the Association.
- 2)** Should the Association member accepting the donation or gift have any concerns that acceptance of the donation or gift may violate the Principles of this Policy (or potentially have a negative impact on the Association) acceptance of the donation shall be withheld pending review and approval of the Executive of the Association.

- 3) Cash donations must be reported to the Board.
(See May, 2022 update to 'Finance Policy – page 3, Gift Acceptance)
- 4) The Board of Directors shall authorize the sale of any stock or negotiable instrument given to the Association immediately upon receipt by the Association. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards.
- 5) The Board must be advised of any proposed Grant application prior to submission of the application.
- 6) Donations to other organizations or individuals:
Any proposed non-budgeted donations to other organizations or individuals must be approved by the Finance Committee, the Board of Directors, and the General Membership.

RECORDING:

- All donations to, and by, the Association shall be recorded on a 'Donation Form' (attached to this policy) and shall include:
 - details of the donation, including value if applicable, and any Donor 'conditions'.
 - the name, address, telephone number and email address of the donor (unless anonymous)
 - the disposition of the donation
 - the date and name of the member who accepted / approved the donation.
- The 'Donation Form' will be filed with the office of the Association and kept in a 'Donations' binder
- Donation Forms will be available through all Committee and Facility Chairs, Senior Managers, and the Office.

RECOGNITION

- Where applicable a letter of acknowledgement and thanks over the President's signature should be posted to the donor
- Where applicable the donation should be acknowledged at a General Meeting of the Association
- All donations should be reported to the Board of Directors by a Director appointed to this task.

REFERENCES

Bylaws: Article 5, Section 6.6

Finance policy (Updated 13 June 2022)

Board of Directors Approval May 30, 2022

General Membership Approval June 13, 2022