

Policy Name:	Gift Acceptance Policy		
Policy No:	7.1	Approval Authority:	Board of Governors
Volume	7, Office of University Relations	Responsible Party:	Vice -President Finance ; Associate Vice -President University Relations
Chapter	1, Gift Acceptance Policy	Responsible Office:	Office of University Relations
Originally issued:	February, 2013	R	

Vice-President, Finance and Administration, 902-494-8219,
<http://nscad.ca/en/home/abouttheuniversity/administration/officeoffinanceandadministration/default.aspx>

Application of policy: Manager, Stewardship and Advancement Services, 902-494-8175,
universityrelations@nscad.ca,
<http://nscad.ca/en/home/abouttheuniversity/administration/officeofuniversityrelations.aspx>

OR

Controller, Office of Finance and Administration, 902-494-8219
<http://nscad.ca/en/home/abouttheuniversity/administration/officeoffinanceandadministration/default.aspx>

Definitions

CRA: Canada Revenue Agency

Designated gifts: Gifts, given to the University, where the donor has specified where in the University the support is to be directed. Gifts may be "designated", for instance, to a particular department or division.

Endowment: Generally a donation made on the understanding that the "capital" or "principal" amount of the donation will be invested in perpetuity. The investment earnings are

Scotia. While NSCAD University invites private donations, it may elect to accept or decline any gift. The final decision to accept or decline a gift rests with the Board of Governors, hereinafter " the Board" .

- 1.5. The following gifts are deemed eligible for acceptance by NSCAD University. This list is not to be considered exhaustive.
 - 1.5.1. Outright gifts of cash, cheques, or publicly traded securities
 - 1.5.2. Gifts-in-kind (See: Gifts-in-Kind Policy 7.3)
 - 1.5.3. Life insurance
 - 1.5.4. Annuity contracts
 - 1.5.5. Gifts of residual interest
 - 1.5.6. Charitable gift annuities
 - 1.5.7. Trust agreements
 - 1.5.8. Bequests
 - 1.5.9. Charitable remainder trusts
 - 1.5.10. Retirement benefits

- 1.6. As a matter of principle, neither the Office of University Relations, nor any other University department, will engage in the following practices:
 - 1.6.1. Accepting gifts that violate federal, provincial or municipal laws.
 - 1.6.2. Accepting gifts that require the University to provide special consideration for admission to the University for the donor or designate.
 - 1.6.3. Accepting gifts that require the University to deviate from its normal hiring and promotion and contracting policies and procedures.
 - 1.6.4. Accepting gifts that in any way limit or compromise University values, integrity, autonomy or academic freedom.

- 2.4. The University will not accept gifts that may expose the University to a liability or have come from an illegal practice.
 - 2.5. The University reserves the right not to accept a gift which is precedent-setting or involves sensitive issues or because of its unusual nature, presents questions as to whether it is within the role and scope of the University.
 - 2.6. The University reserves the right not to accept a gift which involves a proposal to name or with specific terms of reference.
3. The Office of University Relations follows the regulations set out by the CRA governing the valuation of gifts-in-kind (See Gifts-in-Kind Policy 7.3). A charitable tax receipt is issued for the fair market value of the gift. For more information, please contact the Office of University Relations at (902) 444-9600 or visit our website at www.nscad.ca.

5. Where a charitable tax receipt is not required, the receiving department will still work with the Office of University Relations in accepting the gift. This will ensure that the value of the gift is added to the appropriate records of the University. Sufficient insurance coverage is obtained (where applicable) and that the donor is recognized appropriately.
6. While funds designated to the University's general endowment fund are encouraged, named awards with specific terms of reference are also accepted. The Office of University Relations consults with the appropriate division/departments to ensure the donor's stipulations can be satisfied before the terms of reference are confirmed.
7. While the primary interest of NSCAD's Office of University Relations is to seek donations, it has an ethical responsibility to the donor. In all matters involving the donor, the interest of the donor will be taken into account. Accordingly, professional staff, volunteers and members of the Board will adhere to the following principles of accountability, conflict of interest, legal and professional counsel, ethics, privacy, documentation and direction of gifts.
 - 7.1. Gifts to the university shall be reported in a manner consistent with the standards recommended by the Canadian Association of University Business Officers (CAUBO), the Council for the Advancement and Support of Education (CASE) and the Canadian Council for the Advancement of Education (CCAEE).
 - 7.2. Gifts to the university and accompanying correspondence are handled with discretion. The Office of University Relations maintains records required by Canada Revenue Agency for Receipting purposes. Access to these records is restricted to appropriate staff in University Relations and the Office Finance and Administration and senior executives of the University.
 - 7.3. The University will not release the names of alumni, friends and donors to unrelated organizations.
 - 7.4. The university will comply with any legal obligation to disclose names of donors and the nature of their gifts (for example, obligations that may arise under the Income Tax Act, the Freedom of Information and Protection of Privacy Act or other relevant statutes).
 - 7.5. In cases of potential conflict of interest, those acting on behalf of NSCAD must declare the conflict and allow an impartial individual to act for the University. A conflict of interest is deemed to occur when individuals who present themselves as representatives of NSCAD University attempt to sell their own product to the donor; however, if the individuals present themselves as representatives of an outside firm and part of their



5163 Duke Street
Halifax, Nova Scotia, Canada B3J 3J6
902 444 9600 tel , www.nscad.ca

contributions of service (recognition only) and sponsorship where there has been a clear advantage to the business. Determining whether a business receipt or official charitable receipt will be issued must be discussed in advance with the Office of University Relations and the Office of Finance and Administration.

9. This policy supersedes any previous policies, practices and agreements applied to the gifts to the University, including Fund Development Policy 335-002 and Donations or Gifts to the College Policy.
10. The policy will be reviewed periodically and may be revised to reflect changes in Canada Revenue Agency (CRA) regulations and the policies and procedures of other regulatory bodies.
11. Compliance
 - 11.1. Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with the relevant collective agreement or employment guidelines. NSCAD also retains the right to pursue any action, including criminal prosecution and civil remedies, when misuse of its information or resources is suspected either during the course of employment or after the termination of employment.
 - 11.2. This policy is intended to be complementary to other policies and collective agreements governing the conduct