

SUBJECT: Donations	POLICY NO: INT-27	LAST REVIEWED: February 2021
APPROVED BY: Executive Board	MANAGED BY: Director of Marketing and Communications	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

BCITSA is a registered charity that accepts donations (either cash or gifts-in-kind) from external donors, whether individuals and/or companies. This Policy governs the solicitation, acceptance and stewardship of all donations to BCITSA and BCITSA subsidiary associations.

Purpose of This Policy

The purpose of this Policy is to:

- Ensure that all facets of BCITSA remain compliant with the *Income Tax Act* and Canada Revenue Agency-established practices and standards
- Clarify the limitations that BCITSA imposes on accepting donations
- Outline the procedure of issuing tax receipts

Application of This Policy

This Policy applies to all individuals and external organizations wishing to gift a donation to BCITSA, as well as to employees that who are actively engaged in soliciting donations from external parties.

Related Documents and Legislation

Legislation

- *Income Tax Act*

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-08-26
- Amended 2021-02-15

DEFINITIONS

N/A

DUTIES AND RESPONSIBILITIES

Director of Finance

The Director of Finance is ultimately responsible for the interpretation and enforcement of this Policy.

POLICY

1. Donations

1.1. Solicitation of Donations

- a. BCITSA as a representative association supports student and employee participation in the solicitation of donations to BCITSA and BCITSA subsidiary associations within the parameters of this Policy.

1.2. Limitations

- a. The Director of Marketing and Communications, or any employee designated by the Director of Marketing and Communications may participate and solicit donations on behalf of BCITSA.
- b. Department managers or supervisors may participate and solicit donations on behalf of the department that they belong to with the approval of their respective manager.

1.3. Refusal of Gifts-in-Kind and Donations

- a. BCITSA shall reserve the right to refuse a donation that is inconsistent with BCITSA’s mandate, or marginalizes in whole or in part the membership of BCITSA.
- b. BCITSA shall not accept donations from:
 - i. Religious associations/agencies
 - ii. Political associations/agencies
 - iii. Companies affiliated with the associations/agencies

- d. Tax receipts shall not be issued for donations that do not come into the custody of BCITSA.
- e. Gifts-in-kind are eligible for tax receipts:
 - i. Tax receipts will only be issued for the fair market value of the donation.
 - ii. If the donation is a purchased item, the sales receipt must be accompanied.
 - iii. Should a receipt not accompany a donation, it is the responsibility of the Director of Finance to decide whether or not a receipt can be issued.
- f. Donations of services shall not qualify for a tax receipt under any circumstances.
- g. All decisions regarding interpretation of tax receipt eligibility shall be handled on a case by case basis by the Director of Finance.

2.2. Stewardship

- a. The Director of Finance shall maintain a record of all accepted donations issued tax receipts.
- b. BCITSA commits to fully reflect all donations to the BCITSA in compliance with the Income Tax Act.

2.3. Outgoing Donations

- a. At times, BCITSA is asked to contribute to other charitable associations. BCITSA shall only donate monies that have a direct impact on students.
- b. BCITSA shall not, in good faith, invest member fees or proceeds of its operations in any other charitable causes or philanthropic endeavors unless directed by Council.
- c. BCITSA shall not make donations to:
 - i. Religious associations or agencies
 - ii. Political associations or agencies
 - iii. Companies affiliated with the aforementioned associations or agencies

- iv.** Companies that promote or condone illegal activities and/or services
- d.** BCITSA shall not make a donation that opens BCITSA to potential liability.
- e.** No Executive or employee shall make any action that leads a potential donation recipient to believe that a donation has been or will be made.

PROCEDURE

N/A