



GIFT ACCEPTANCE POLICY

Authorization: Board of Governors
Last Revised: October 14, 2010
Effective: October 14, 2010

1.0 SUBJECT

Policy for the acceptance of gifts by the University of Guelph.

2.0 PURPOSE, SCOPE AND DEFINITIONS

2.1 The purpose of this Policy is to address the principles to be followed by the University in matters of gift acceptance.

2.2 This Policy is established to govern the acceptance of all types of gifts, including but not limited to lifetime gifts and bequests, from such sources as corporations, associations, foundations, and individuals, including but not limited to university faculty, staff and students, made in support of existing or new initiatives or priorities of the University. The acceptance of gifts by the University will be informed by the terms of this Policy.

2.3 The following definition of gift(s) shall apply in this Policy:

A gift is any voluntary transfer of cash or in kind, from individuals, corporations, associations, foundations or other sources to the University for either designated or undesignated utilization in the operation of the University. Gifts are made without expectation of return or benefit to the donor or any individual or company designated by the donor as a result of acceptance of the gift.

A gift may be monetary in the form of cash or cheques, or in kind.

2.4 The following definitions for designated and undesignated gift(s) shall apply in this Policy:

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 college or school.

Undesignated gifts: Gifts given to the University, where the donor has not specified where in the University the support is to be directed.

3.0 PRINCIPLES FOR GIFT ACCEPTANCE

- 3.1 The University recognizes the need to receive gifts to help support its teaching and research programs. It values its public and private-sector partnerships, its relationship with donors and supporters, and welcomes gifts that support its academic mission. Gifts that support the University's academic mission are a vital source of additional funding.
- 3.2 At the heart of the University's mission is its commitment to academic freedom. Therefore, the University will only accept gifts that are consistent with its mission and institutional priorities, limiting neither its academic freedom nor integrity nor requiring any action that would compromise these fundamental principles.
- 3.3 The University will not accept gifts that it determines may involve discrimination on prohibited grounds, as defined in the University's *Human Rights Policy and the Procedures for the Resolution of Human Rights Discrimination and Harassment Concerns, Disputes and Complaints* or the *Ontario Human Rights Code*.
- 3.4 The University will not accept gifts it determines may violate federal, provincial, or municipal laws.
- 3.5 The University will not accept gifts that would require the University to give special consideration for employment or contractual services to the donor, or to any individual or company designated by the donor, or that would allow the donor to influence or appear to influence inappropriately any aspect of the University's business or academic operations including but not limited to admissions, curriculum, teaching, or scholarship activities.
- 3.6 The University reserves the right to decline or return gifts that it determines require expenditures beyond its resources, pose a significant financial or reputational risk, diverge from the University's commitment to academic freedom expressed in section 3.2 of this Policy, or, in any other manner, run counter to the best interests of the University.
- 3.7 Designated gifts will be used for the purpose for which they are given. Undesignated gifts will be used for such purposes as the University determines most appropriate, based on the priorities of the institution.
- 3.8 The acceptance of all gifts must comply with all relevant University policies and guidelines including but not limited to the *Naming of University Physical Assets Policy*, the *Naming of University Academic Entities and Awards Policy* and the *Acceptance of Gifts of Marketable Securities Policy*.

3.9 All gifts will be handled in accordance with the commitments made to the donor by the University which are consistent with University policies, applicable law including but not limited to the *Income Tax Act*, and Canada Revenue Agency guidelines on charitable donations.

4.0 GIFT OWNERSHIP

4.1 It is the University's expectation that commitments between the donor and the University in relation to gift acceptance will be clearly documented as part of a gift agreement. These donor agreements will be subject to the University's statement on *Protection of Privacy and Access to Information* and applicable law.

4.2 Ownership of each gift vests legally in the University, regardless of the specific unit or activity to which such gift is directed.

5.0 IMPLEMENTATION OF AUTHORITY TO ACCEPT GIFTS

The following procedures have been developed in order to implement the above-noted principles and to provide opportunity for careful and systematic reflection prior to the acceptance of gifts by the University.

5.1 The President is delegated authority from the Board of Governors to make decisions concerning acceptance of gifts in accordance with this Policy and is accountable to the Board for implementation of this responsibility.

5.2 The President will be responsible for implementation of the highest standard of integrity and professionalism in the University's advancement program including but not limited to the respectful treatment of donors. In determining the acceptability of a proposed gift, the President may seek input from the Provost and Vice-President (Academic) and other members of the senior executive team and/or others in the University Administration and/or Members of the University of Guelph Board of Governors or Senate.

5.3 The President may delegate responsibility for decisions under this Policy for gifts of less than \$1,000,000 to one or more of the University's Vice-Presidents.

5.4 The President is responsible for ensuring that all resource implications arising from acceptance of gifts are appropriately incorporated in University planning activities including, but not limited to, the University's Integrated Planning process, annual budgeting and multi-year financial projections, human resource planning and facilities renewal.

5.5 The President must report to the Board of Governors at least annually on all gifts received over \$1,000,000, and on all gifts of \$1,000,000 or more declined or returned by the University. The report will include reference to any unique or precedent-setting aspects of gift transactions over the reporting period.

6.0 PERIODIC REVIEW PROCESS

In order to ensure that this Policy continues to be effective, it shall be reviewed periodically. The Vice-President (Alumni Affairs and Development) is responsible for initiating this review no less than every 5 years.