

POLICY NAME	GIFT-IN-KIND POLICY (NON-MONETARY DONATIONS)
Approving Body	Board of Governors
Initial Approval Date	September 4, 2011- Board of Governors (Executive Committee)
Date of last review	December 5, 2019 Board of Governors
Date of next review	December 2024
Executive Sponsor	Vice Principal (University Advancement) Vice Principal (Administration and Finance)
Related Documents	<u>Gift Acceptance Policy</u> <u>Policy on the Approval of Contracts and Designation of Signing Authority</u> <u>Regulation on Conflicts of Interest</u>

PART I PURPOSE AND SCOPE

1. Overview
 - 1.1. This policy (i) establishes roles and responsibilities within the University for treating gifts to the University (ii) provides procedures for the acceptance of gifts-kind by the University, as a complement to the University's Gift Acceptance Policy (iii) provides

PART II POLICY PROVISIONS

3.2. The relevant contact identified in Table 1, the head of the receiving unit or relevant University Advancement staff may request that AOCG make an acceptance decision on proposals in-kind which are below the \$250,000 threshold, where there are identified risks or special considerations associated with the proposed gift-kind.

3.3. The standing members of the AOCG as follows:

- a. the Vice Principal (Administration and Finance) (or delegate)
- b. the Provost (or delegate);
- c. the Vice Principal (University Advancement) (delegate)
- d. the General Counsel and Director Legal Services (or delegate); and
- e. the head of the potential receiving unit (or delegate)

The Vice Principal (Administration and Finance) shall serve as the Chair of the AOCG Provost, in such Vice Principal's absence)

3.4. The University cannot guarantee to a donor that a gift-in-kind will be placed on display permanently, or that a collection shall remain together as a group storage. Items offered with restrictions on their use will require special consideration before acceptance.

3.5. Gifts-in-kind will not be accepted under any arrangements other than as an absolute and irrevocable gift. Permanent loans of material will not be accepted by the University

3.6. Specific acceptance appraisal or receipting criteria, and any other gift or unit-specific requirements for certain types of gifts-in-kind or pertaining to various University units shall be set out in Guidelines

3.7. In order to avoid any actual or perceived conflict of interest in connection with a gift-kind, those responsible for accepting a gift-kind shall take special care when reviewing potential gift-kind from donors with close involvement in University activities (e.g. staff, members of University governing or advisory bodies or affiliated organizations, active volunteers), particularly where the potential donor wishes to receive an official donation receipt and/or the proposed gift-kind may result in an actual or perceived benefit to the potential donor or a person designated by the potential donor. Such special care shall include consultation with the head of the proposed receiving unit (or head of unit's supervisor if the head of the unit wishes to make the donation) if not designated by the

4.2. Deeds of Gift for gift-

PART IV – REVIEW

This Policy shall be reviewed at least every five (5) years and prior to a major fundraising campaign being undertaken by the University.