

PROCEDURE

Procedure Title	Gifts in Kind
Procedure Holder	Advancement & External Relations
Procedure Approver(s)	Senior Team
Related Policies	Art on Campus Gift Acceptance Gifts in Kind Potential Donor-Sponsor Clearance Naming
Related Procedures	Art on Campus Gift Acceptance Potential Donor-Sponsor Clearance Naming
Appendices	Appendix 1 – FORM: Gift in Kind Tax Receipt Request
Storage Location	https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-01-22
Next Review Date	2028-01-22

Purpose

To outline the process for the acceptance of gifts-in-kind to Confederation College.

Scope

This procedure applies to all faculty, staff and students of Confederation College.

Definitions

Donor: A person or entity making a Gift to the college.

Fair Market Value: The highest price that a property brings in an open and unrestricted market between a willing buyer and a willing seller, who are knowledgeable, informed and prudent, and who are acting independently of each other.

Gift: Any voluntary transfer of real or personal property, including in kind property, from individuals, organizations, or other sources (“donor”) to the college. A gift is made without expectation of return or benefit to the donor or any individual or organization designated by the donor because of acceptance of the gift.

Gift In Kind: Also known as non-cash gifts, can be gifts of real property or other tangible or intangible items such as artwork, equipment, securities, cultural or ecological property. Note: per the Canada Revenue Agency, a contribution of service, that is, of time, skills or efforts, does not qualify for charitable receipt.

Policy: Means the Gifts in Kind Policy and all its related procedures as amended from time to time.

Reputation: Overall quality or character, as seen or judged by the Board of Governors or its delegates.

Sponsorship: A contribution of cash or cash equivalents (e.g., sports uniforms) in return for promotion of the contributor by the College.

Governing Laws and Regulations

[Registered Charities and Income Tax Act.](#)

Procedure Statements

1. Acceptance Procedure

- 1.1. Employees and students must record all information and complete the Gift-In-Kind (GIK) Donation Form when approached by a potential donor wishing to provide a gift-in-kind.
- 1.2. Employees and students will then provide the GIK form and discuss the gift with the Advancement & External Relations Department to determine the need and appropriateness of the offer.
 - 1.2.1. If an offer of software is made, consultation is required with both the Advancement & External Relations Department as well as the Computer Services Department.
- 1.3. It is the responsibility of the Advancement & External Relations Department to determine if the gift is needed and qualifies as a donation under the definitions as detailed by the Canada Revenue Agency (CRA).
 - 1.3.1. With respect to specifically designated gifts that do not correspond with a college-identified priority, the Department of Advancement & External

Relations will consult with relevant administrative or academic departments. If, following consultation, it is deemed that a prospective donor's wishes do not correspond with the college's goals and priorities, the donor will be asked to re-designate the intended gift. If the prospective donor's wishes cannot be satisfied within the parameters of the college's goals and priorities, the intended gift will be declined with thanks.

- 1.4. Only gifts that require a tax receipt and qualify as a donation under the CRA definitions require an appraisal before being accepted.
 - 1.4.1. If the appraisal is \$999 or less, the appraisal may be made by a qualified Confederation College employee knowledgeable in the field of the gift with the approval of the appropriate division head.
 - 1.4.2. If the value is \$1,000 or more, an objective third party assessment is required at the donor's expense. When finding an appraiser is difficult or inordinately expensive, the CRA will accept the appraisal of a qualified Confederation College employee with knowledge in the field of the gift.
 - 1.4.3. The appraisal must be a signed document that indicates at a minimum:
 - 1.4.3.1. Appraiser's Name
 - 1.4.3.2. Appraiser's Qualifications
 - 1.4.3.3. Address
 - 1.4.3.4. Phone Number
 - 1.4.3.5. Appraised Value of the Gift
- 1.5. Once all the above have been completed, all parties agree, and the Gift in Kind has been received, a tax receipt for the appraised value and a gift agreement (where necessary) will be issued by the Department of Advancement & External Relations.
- 1.6. The original Gift in Kind form, along with the signed appraisal and any other supporting documents and correspondence will be maintained by the Department of Advancement & External Relations.

Non-Compliance

If this Policy is not followed, it could lead to legal and ethical issues, misallocation of funds, and potential harm to the college's reputation. It may also result in financial penalties, loss of donor trust, and jeopardize future fundraising efforts, ultimately impacting the support and resources available for our students and programs.

Revision History

Version	Change	Author	Date of Change
Original		Department of Advancement	2025-01-22
V2	Updated to new template	Department of Advancement	2025-01-22