

Gift Acceptance and Designation Policy

1 - Purpose

This policy is intended to outline United Way Toronto and York Region's (UWTYR) policies on the types of gifts that will be accepted by UWTYR, and the restrictions a donor may place on the gift.

2 - Scope

This policy applies to all prospective and current donors contributing to UWTYR's general fund, targeted initiatives and/or endowment.

3 - Policy

Type of Gifts Accepted

UWTYR encourages and solicits contributions of cash, publicly traded securities, and some personal and real property. Other gifts may require management approval before being accepted. UWTYR does not accept gifts through vehicles which have been created primarily for tax shelter purposes.

- **Cash:** UWTYR includes cheques, electronic fund transfers and credit card donations in its definition of cash.
- **Publicly Traded Securities:** UWTYR is pleased to offer the option to donate gifts of securities as a service to our Leadership donors (\$1,200+). Should a donor wish to designate part of their gift to other charities, a minimum of \$1,200, net of fees, per each sale of shares, must remain with UWTYR community fund, UWTYR priority and service areas, The Tomorrow Fund, or other United Ways in Canada.
- **Other Investments:** Gifts of real estate, shares in privately-owned companies, flow-through shares and other investments that are not readily negotiable must be approved by UWTYR before being accepted. As these gifts are not readily valued, valuation documentation must be prepared in accordance with the Gift Valuation and Receipting Policy.

REVIEW PROCESS

Gift Acceptance and Designation Policy

- **Other Gifts:** Any other gifts to UWTYR that have not been addressed above will be reviewed by UWTYR on a case by case basis, before the gift is accepted. In approving these gifts, consideration will be given to the size of the gift, its impact, the financial liability (if any) and possible risks (financial, reputational, brand) to UWTYR. These gifts must be reviewed and approved by the Vice President of Finance & Administration, in consultation with the Sr. Vice President of Resource Development and Sr. Vice President of Strategic Philanthropy.

Designations of Gifts

All donors can direct their gift (including bequests) to a specific project that supports the mandate of UWTYR or any Canadian charity registered with the Canada Revenue Agency (CRA). UWTYR reserves the right to decline a gift if these conditions are not met. Designations will be permitted for bequest gifts only if UWTYR is also a beneficiary of the estate.

Donors may also endow their gift to our Tomorrow Fund. Please refer to the Endowment Policy.

Designations for which a donor receives a benefit from the recipient charity (i.e. special event registration fees, membership fees, tickets) cannot be permitted under CRA guidelines.

Designations on funds raised through workplace special events will not be permitted as they are held to generate increased interest in the UWTYR campaign and raise funds to support UWTYR's work in the community.

For designations to another Registered Canadian Charity, UWTYR will, with donor permission, provide the donor's name, amount and program to which the designation should be attributed (i.e. Charity XX's Walk or Run, or Hospital XX's Research Dept. or Palliative Care) to the recipient charity. We are unable to capture pledges to individual special event participants, or specific charity sub-programs. The donor must communicate directly with the recipient charity to relay further instructions regarding their designation or stewardship needs.

4 - Procedures

Donors must provide direction on designation of their gifts no later than March 31st of the year after their gift was made. For example, a donor makes a pledge October 1, 2017. UWTYR cannot change designations or add new designations after March 31, 2018 for that gift. If a designation has already been distributed to another charity, changes cannot be made,

REVIEW PROCESS

Gift Acceptance and Designation Policy

regardless of date requested. If no instructions have been given by March 31st. UWTYR will assume the gift has no restrictions attached to it.

All directed gifts will be used for the purposes which they were given. If a donation is directed to an organization that is found to not have a valid CRA registration number, UWTYR will make reasonable efforts to inform the donor and determine alternate designation instructions. If UWTYR is unable to secure further direction from a donor, the funds will become available to UWTYR for general charitable purposes.

It is the responsibility of the Sr. Vice President of Resource Development and Sr. Vice President of Strategic Philanthropy to ensure that this policy is adhered to.

Breaches of this policy will be considered a serious matter and subject to disciplinary action up to and including termination

REVIEW PROCESS