



## **FUNDRAISING**

**#1-07**

Approved: June 28, 1995 by: Board of Governors  
Effective: June 28, 1995  
Date to be Reviewed: 2005

---

### **POLICY**

**The North Island College Foundation is responsible for coordinating all College fundraising solicitations for voluntary and private support and must approve all departmental solicitations, materials and programs, and Foundation or Corporate proposals prior to implementation. The Foundation Board will work closely with the Board of Governors of North Island College to ensure that fundraising goals and activities are approved by the College Board.**

### **PURPOSE**

The North Island College Foundation provides fundraising support to assist the College in achieving its optimal long term development and fundraising goals. In order to ensure clear communication with and cultivation/recognition of prospects and donors it is necessary that fundraising activities and gifts to North Island College be coordinated and recorded by the North Island College Foundation.

### **GUIDELINES**

1. The Foundation fundraising efforts will be carried out to enhance good will and support among College employees, College graduates, the public sector and the community as a whole.
2. The Foundation shall establish areas of concentration for development efforts with the approval of the College Board of Governors.
3. Fundraising efforts shall be conducted according to accepted professional standards of accuracy, truth, integrity and good faith.

4. The Foundation will not accept conditional gifts, i.e. donation tied to purchase or favor or gifts that are not in keeping with its objectives.

## **PROCEDURES**

1. Donations will be acknowledged as soon as possible after receipt.
2. The Foundation shall issue an Income Tax Receipt to donors in accordance with the rules and regulations of Canada Customs & Revenue Agency.
3. All gifts-in-kind shall be appraised for purposes of establishing value.
4. The Foundation will not incur any subsequent cost for transportation, installation, insurance, or warranties for donated items. Any program accepting donation gifts which require further expense shall be responsible for this extra indebtedness.
5. Any donated capital item which will be beneficial to a program or department and which may require additional funds which the program or department cannot meet, may consider working with the Foundation, upon approval of the Director or Dean, and the Foundation Board, to raise funds to cover the additional cost.