



Donation/Gift Acceptance Policy

This policy articulates the acceptance of gifts, donations, bequests and a Gift Acceptance Policy to HVGBHHC.

Policy Statements:

- HVGBHHC, including the Executive Director and Board of Directors will ensure that **relationships with donors or potential donors** will adhere to the highest ethical standards. Any actual or potential conflict of interest a representative of Coalition may have or is likely to have with a donor is to be disclosed in accordance with the Board Policy – Conflict of Interest.
- HVGBHHC and its representatives will ensure that donors and potential donors are made aware of the **aim, scope** and other details of any project, program, or other purpose with respect to gifts to the organization.
- HVGBHHC will accept gifts provided that the gift itself and/or any conditions imposed in its giving are **consistent with HVGBHHC's values, vision, mission, and on-going operations.**
- HVGBHHC will **not accept gifts that are questionable in their origin**, those which may pose a threat to HVGBHHC's reputation, or be in conflict otherwise with its values, vision, and mission. Moreover, HVGBHHC will not accept gifts which may create an undue financial or administrative burden to the organization.
- Gifts designated for a **specific purpose** will be used for that purpose.
- **Gifts that are undesignated** will be used for such purposes as HVGBHHC deems most appropriate to advance its mission and programs..

HVGBHHC will distinguish potential gifts of sponsorship from other gift types and advise the donor if such a gift is or is not receiptable for income-tax purposes.

- HVGBHHC will use the **best ethical and accepted practices** in the receipt, recording and accounting of all gifts including the establishment of a secure,

accurate and up-to-date gift/donor database.

- HVGBHHC will **acknowledge all gifts to the organization.**
- HVGBHHC will ensure it **complies with all CRA rules and regulations** pertinent to gifts to not-for-profit, charitable organizations.
- Donor requests for **anonymity** in making a gift to HVGBHHC **will be honoured.**

Implementation:

- Donors will be kept regularly apprised of the **status of a purpose/project** to which they have contributed.
- The decision to accept or to not accept **potentially controversial gifts** may be referred to the Executive Director.

