



Charitable Contributions and Attendance at Partisan Political Fundraising Events Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

As a publicly funded institution and registered charity, the College will not reallocate funding to support other charities, charitable events, or political fundraising

Sponsor:	Finance
Policy Owner:	President & CEO
Policy Administrator:	Executive Director, Finance Services
Approved By:	Board of Governors
Approval Date:	November 14, 2016
Effective Date:	November 14, 2016

Objective:	N/A
Guidelines:	<p>As a registered charity, the College will comply with the Charitable Fund-Raising Act, Federal Income Tax Act, and the Province of Alberta Elections Finances and Contributions Disclosure Act, and ensure compliance with all legislation governing the use of operational and charitable funds directed to partisan political activities, other charities or charitable events.</p> <ol style="list-style-type: none"> 1. College funds cannot be used to contribute to a registered political party, a registered Charitable Contributions and Attendance at Partisan Political Fundraising Events Policy Approved November 14, 2016 Page 2 constituency association, or a registered political candidate. Registered charities are not permitted to carry on partisan political activities; therefore, attendance by College Board members or employees in their official capacity at a fundraising event for a politician is not permitted. <ol style="list-style-type: none"> A. College officials or staff may attend partisan political fundraising events as individuals who do not represent the College, at their own expense and on their own time. B. As official representation at partisan political fundraising events is prohibited, the College will not reimburse any College official or staff member for any expenses related to attendance at such events. 2. The College is not permitted to make official donations to other charitable events or causes. This does not preclude participation in community events or activities when appropriate. <ol style="list-style-type: none"> A. Attendance by employees wishing to represent the College at non-partisan charitable fundraising events must be approved by the President or their designate. B. The President will advise the Board of events for which attendance

	<p>has been approved.</p> <p>C. Expenses for attendance at such fundraising events may be approved if the President is satisfied that payment of expenses does not contravene any current legislation. Supporting documentation, which includes the external organization’s charitable registration number, must be attached to the expense claim form. Personal donations made to charitable organizations will not be reimbursed as expenses.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	N/A
Related External Information:	Charitable Fundraising Act The Federal Income Tax Act Province of Alberta Elections, Finances, and Contributions Disclosure Act
Stakeholders Consulted:	Policy Review Committee: Feb 17, 2012 Senior Management Team: Oct 18, 2016
Next Review Date:	November 14, 2021
Revision History:	April 17, 2012: New November 14, 2016 February 14, 2020: New template