



Donor Recognition 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:

The Board of Governors expects that donors to the College will be thanked and recognized in an appropriate and timely manner.

Sponsor:	External Relations
Policy Owner:	President & CEO
Policy Administrator:	Director, External Relations
Approved By:	Board of Governors
Approval Date:	April 23, 2020
Effective Date:	April 23, 2020

Objective:	<ol style="list-style-type: none"> 1. To recognize donors through equitable and timely acknowledgement of all gifts of value, nurturing both long- and short-term development goals. 2. To cultivate donor relationships and common goals in a mutually beneficial manner. 3. To stimulate and encourage future investment in the College by providing public acknowledgement of gifts and generally demonstrating strong community support. <p>To ensure that all fundraising activities at Northern Lakes College are properly aligned with the <i>Charitable Fund-raising Act</i> of Alberta and the Canada Revenue Agency.</p>
Guidelines:	<ol style="list-style-type: none"> 1. All donations and documented pledges to Northern Lakes College from individuals, corporations, foundations, and other organizations will be recognized appropriately and in accordance with the size of the gift (see Donor Recognition Procedure). 2. Donors will be recognized for the full amount of a pledged gift. 3. Gifts in-kind will be recognized as per their fair market value at the time of donation. 4. This policy and related procedure will be applied to consolidated entities such as the Community Education Committees (CEC), and the Council of Community Education Committees (CCEC). 5. Special allocations from government and other public funded agencies will be recognized in an appropriate manner.
Definitions:	N/A

Related Northern Lakes College Documents:	External Relations – Honorific Naming Policy Finance – Gift Acceptance Policy External Relations – Donor Recognition Procedure External Relations – Honorific Naming Procedure
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	Finance – Gift Acceptance Procedure
Related External Information:	Charitable Fundraising Act – Province of Alberta
Stakeholders Consulted:	Senior Management Team: Feb 12, 2007; May 2013
Next Review Date:	April 23, 2025
Revision History:	February 19, 2008: New May 14, 2013 February 13, 2020: New template April 23, 2020: Reaffirmation of policy and removal of museum reference