

## 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.

<b>Sponsor:</b>	External Relations
<b>Policy Owner:</b>	President & CEO
<b>Policy Administrator:</b>	Director, External Relations
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	February 19, 2025
<b>Effective Date:</b>	February 19, 2025

<b>Objective:</b>	<ol style="list-style-type: none"> <li>1. To recognize donors through acknowledgement of all gifts of value, nurturing both long- and short-term development goals.</li> <li>2. To cultivate donor relationships and common goals in a mutually beneficial manner.</li> <li>3. To stimulate and encourage future investment in the College by providing public acknowledgement of gifts and demonstrating community support.</li> <li>4. To ensure that all fundraising activities at Northern Lakes College are properly aligned with the <i>Charitable Fund-raising Act</i> of Alberta, the Canada Revenue Agency, and all other applicable legislation and regulations.</li> </ol>
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Donors will be recognized for the full amount of a pledged gift.</li> <li>3. Gifts in-kind (non-cash gifts) will be recognized as per their fair market value at the time of donation.</li> <li>4. This policy and related procedure will also be applied to consolidated entities such as the Community Education Committees (CEC), and the Council of Community Education Committees (CCEC).</li> <li>5. Special allocations from government and other public funded agencies will be recognized in an appropriate manner and follow all applicable rules and regulations.</li> </ol>
<b>Definitions:</b>	<b>Fair market value</b> , as defined by the Canada Revenue Agency, is usually the highest dollar value you can get for your property in an open and unrestricted market and between a willing buyer and a willing seller who are knowledgeable, informed, and acting independently of each other.

<b>Related Northern Lakes College Documents:</b>	External Relations – Honorific and Philanthropic Naming Policy Finance – Donation and Gift Acceptance Policy External Relations – Donor Recognition Procedure External Relations – Honorific and Philanthropic Naming Procedure
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	Finance – Donation and Gift Acceptance Procedure
<b>Related External Information:</b>	<a href="#">Charitable Fund-raising Act – Province of Alberta</a> <a href="#">Charitable Fund-raising Regulation – Province of Alberta</a> <a href="#">Canada Revenue Agency – Charities and giving</a>
<b>Stakeholders Consulted:</b>	Senior Management Team: Feb 12, 2007; May 2013 Finance Services: Jan 14, 2025
<b>Next Review Date:</b>	February 18, 2030
<b>Revision History:</b>	February 19, 2008: New May 14, 2013 February 13, 2020: New template April 23, 2020: Reaffirmation of policy and removal of museum reference February 19, 2025: Related documents, definition addition & general housekeeping