



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: DONATIONS

Policy No.	DA-701	Division	Development/College Advancement
Related Procedure	DA-701-PR	Board Policy Ref.	BP-FA-301B
Related Policies	FA-306, DA-702 & DA-703	Effective Date:	January 24, 2008

1. PURPOSE AND SCOPE

College of the North Atlantic relies on private support to help achieve its mission. This support may take many forms, from gifts of cash to the transfer of personal property, and may come as the result of a request from the College or at the instigation of the donor.

The purpose of this policy is to establish standard procedures for acceptance and receipting of cash donations, gifts-in-kind and assets and/or equipment donations.

These procedures are established for all College fundraising activities which include scholarships and awards, annual appeals, project-based appeals, special fundraising events, major gifts and planned giving.

2. POLICY

It is the policy of the College that all fundraising activities shall:

- A. Support the strategic initiatives of the College;
- B. Maximize benefits to the College (its students, faculty staff and programs);and
- C. Heighten satisfaction of donors.

It is also the policy of the College that the records and accounts of all donations will adhere to GAAP (Generally Accepted Accounting Principles) and Canada Customs and Revenue Agency's regulations where applicable.

3. PROCEDURE

The Vice-President of Development/College Advancement shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	January 24, 2008
Next Review	January 2012