



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: MEMORIAL DONATIONS

Policy No.	DA-707	Division	Development/College Advancement
Related Policies	DA-701; DA-702,	Board Policy Ref.	BP-FA-301B
Related Procedures	DA-707-PR; DA-703-PR	Effective Date:	June 8, 2011

DEFINITION

Tribute family – refers to the family of a deceased member for whom a memorial donation is being made.

1. PURPOSE AND SCOPE

College of the North Atlantic relies on private support from donors to help achieve its mission. Donors may wish to make donations in memory or in celebration of a loved one in the form of gifts of cash or the transfer of personal property, and families may request memorial gifts in lieu of flowers at the time of a loved one's death.

The purpose of this policy is to provide standard procedures for accepting and acknowledging memorial scholarship and gift in kind donations, and to provide procedures on how gift information will be conveyed to a tribute family.

This policy applies to all in memoriam donations made to the College.

2. POLICY

It is the policy of the College that all memorial scholarship or gift in kind donations to the College will adhere to procedures set forth in DA-707-PR.

It is also the policy of the College that these donations will be conducted:

- In accordance with the College Act, 1996;
- In accordance with regulations as outlined by the Canada Customs and Revenue Agency (CCRA); and
- In accordance with the Government of Newfoundland and Labrador's Access to Information and Protection of Privacy Act

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	June 8, 2011
Next Review	June 2014