



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: DONATIONS

Policy No.	PA-608	Division	Public Affairs
Related Procedure	PA-608-PR	Board Policy Ref.	GP-F-402
Related Policies	CS-306, PA-609 & PA-610	Effective Date:	December 20, 2022 (R3)

1. PURPOSE AND SCOPE

College of the North Atlantic (CNA) 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 CNA or at the initiation 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.

This policy applies to all CNA fundraising activities which include scholarships and awards, annual appeals, project-based appeals, special fundraising events, and major gifts.

2. POLICY

All CNA fundraising activities shall:

- a) Support the strategic initiatives of CNA;
- b) Maximize benefits to CNA (its students, faculty staff and programs); and
- c) Heighten satisfaction of donors.

Records and accounts of all donations will adhere to Canadian Public Sector Accounting Standards and Canada Revenue Agency requirements where applicable.

3. PROCEDURE

The Associate Vice President of Public Affairs shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	January 24, 2008
Revision 1	November 4, 2016
Revision 2	January 25, 2022
Revision 3	December 20, 2022