



**ACGC**

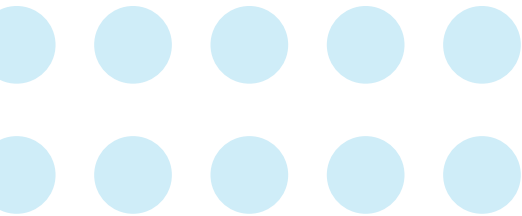
ALBERTA COUNCIL FOR  
GLOBAL COOPERATION

Procedures and Policy

# **GIFT & SPONSORSHIP ACCEPTANCE**

Policy name: Gift & Sponsorship Acceptance Policy

Policy type: Operational – Board and Staff



## POLICY STATEMENT

The **Alberta Council for Global Cooperation (ACGC)** can greater advance its mission through a broad base of financial support from a range of sources. ACGC encourages the acceptance of gifts and mutually beneficial sponsorships while maintaining its independence and objectivity.

The following governs the acceptance of gifts made to, and sponsorships made with, ACGC for the benefit of its operations, programs, events and services.

## DEFINITIONS

**Gift:** A contribution of cash, goods or services from an individual, corporation or organization done voluntarily and without expectation beyond standard practice for donor recognition and stewardship.

**Sponsorship:** A contribution of cash, goods or services from an individual, corporation or organization; usually in support of a specific and time-delineated event or program; and, usually in exchange for public recognition and/or co-branding.

## PROCEDURES

### General Principles

When considering whether to solicit or accept gifts and sponsorships, ACGC will consider, but not be limited by, the following factors:

- **Values:** whether the acceptance of the gift or sponsorship compromises the core values and mission of ACGC
- **Compatibility:** whether there is compatibility between the intent of the donor or sponsor and ACGC's use of the gift or sponsorship
- **Reputation:** whether there is potential that acceptance of the gift or sponsorship will damage the reputation of ACGC
- **Benefit:** whether there is equity in the benefit accrued to the donor or sponsor and ACGC
- **Recognition:** that the donor and sponsor recognition provided by ACGC is based value of the contribution and appropriate to the activity or event being supported

## PROCEDURES

- **Form:** whether the gift or sponsorship is received in a form that ACGC can use without incurring substantial administrative or financial expense
- **Effect on future giving:** whether acceptance of the gift or sponsorship will encourage or discourage future donations or sponsorships to/with ACGC
- That the means through which a donation or sponsorship was secured aligns with ACGC's Human Resource and Conflict of Interest policies which guide interactions with donors and sponsors

### Restrictions on Gifts and Sponsorships

ACGC will not accept gifts and sponsorships that:

- Are in violation of ACGC's core values and mission
- Would result in ACGC losing status as a registered society or would result in legal consequences
- Are too difficult or expensive to administer in relation to their value

### Screening Process

The Executive Director of ACGC will evaluate every potential donation and sponsorship against this document and use the following screening levels:

- Acceptance, and related terms, of donations and sponsorships \$5000 and over must be approved by simple majority of the Board of Directors
- Acceptance, and related terms, of donations and sponsorships under \$5000 may be approved by the Executive Director

**Approval Date:** 2 April 2017

**Date of Last Amendment:** April 2017

**Date for Review:** Spring 2019