

# Gift Acceptance Policy

*June 2020*

## INTRODUCTION

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Operation Eyesight is a non-profit, charitable organization registered under Canadian law. Operation Eyesight welcomes donations to fulfil its mission “To prevent blindness and restore sight”.

The purpose of Operation Eyesight’s Gift Acceptance Policy is to

- provide clarity and guidance to the board of directors and staff on which gifts can be accepted
- ensure the acceptance of gifts complies with the law in Canada, including the requirements of the Income Tax Act
- ensure accepted gifts are in keeping with Operation Eyesight’s charitable purposes, mission and vision
- ensure consistent, equitable relations with donors and to
- ensure the accountability to donors.

The policy outlines the policies that govern the organization’s fundraising practices and the acceptance and administration of various types of gifts. The goal is to encourage funding Operation Eyesight without it encumbering the organization with complex gift situations which may result in more cost than benefit or which are restricted in a manner that is not in accordance with Operation Eyesight’s charitable purposes, goals, values, mission and vision. The policy also serves as a source of information for potential donors who are interested in supporting Operation Eyesight’s activities.

Additionally, Operation Eyesight follows the Association of Fundraising Professional’s Donor Bill of Rights (see Appendix A).

## POLICY SCOPE

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This Policy applies to all types of donations accepted by Operation Eyesight. Anyone accepting donations on behalf of Operation Eyesight, including staff, volunteers, board members, and to anyone who represents Operation Eyesight (together referred to as “Employees”) must follow this policy.

## GIFT DEFINITIONS

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A gift is defined as a voluntary transfer of assets from a person or an organization to Operation Eyesight.

Gifts are usually in the form of, but are not limited to, cash, securities, real estate, life insurance, or personal property.

Operation Eyesight may accept or decline any gift.

A gift is motivated by charitable intent in support of our mission

- A gift is not completed until it has been accepted by Operation Eyesight. Operation Eyesight reserves the right to decline any gift
- Gifts of \$250,000 and more may be subject to a risk analysis prior to accepting the gift.

If, following internal consultations, uncertainty remains as to whether a donation qualifies as a charitable gift, a ruling may be sought from Operation Eyesight's legal counsel, auditor and/or the CRA.

## GIFT ACCEPTANCE POLICY

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Gifts shall support Operation Eyesight's mission, vision and long-term direction.

- Operation Eyesight's policy is to channel undesignated donations to the most pressing area of greatest need initiatives as determined by the President and CEO in conjunction with the Board of Directors.
- Donors giving major gift level of \$10K and up will be offered the opportunity to restrict their gift to a specific area of Operation Eyesight's programming; these are referred to as designated donations. Gift agreements are prepared in consultation with the donor and accepted per Operation Eyesight's Stewardship & Recognition matrix signatories.
- The designation of gifts must be compatible with Operation Eyesight's mission and compatible with its current international program activities and priorities. Operation Eyesight's practice is to develop a gift agreement with the donor to determine a designation aligned with its programming and the donors wishes. Operation Eyesight reserves the right to redirect the contribution to a program or cause that is most similar to that designated, while making every effort to ensure that the donor's philanthropic objectives are achieved. In the case that a change in designation should be required for any reason, living donors will be consulted.
- Fundraising staff coordinate the negotiation and methodology surrounding the donation process. As required, fundraising staff will consult the appropriate departments and/or outside professionals in order to ensure that the donation meets the conditions defined.

Operation Eyesight reserves the right to accept or decline any proposed gift. The final decision to decline a gift rests with the Board of Directors.

- Operation Eyesight will not accept gifts, enter into partnerships, or accept support that will compromise its commitment to its mission and the values outlined in its guiding principles.
- The benefit of the gift is insufficient to offset the extent of the administrative, legal or program effort involved.
- The donor or another party wishes to exert control over how the donated funds are used in ways that inhibit or are not beneficial to Operation Eyesight's work.
- The event or the potential event of a conflict of interest between Operation Eyesight and the donor.

## ACCEPTABLE GIFTS

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**The following gifts are deemed eligible for acceptance by Operation Eyesight:**

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|-----------------------------------|------------------------------|
| ▪ Cash                            | ▪ RRSP & RRIF                |
| ▪ Stock, bonds, mutual funds      | ▪ Charitable remainder trust |
| ▪ Annuity gifts                   | ▪ Residual interest          |
| ▪ Real estate & residual interest | ▪ Endowment                  |
| ▪ Life insurance                  | ▪ Gift in kind               |
| ▪ Legacy or bequest               |                              |

Operation Eyesight adheres to all current rules and regulations set forth by the Canada Revenue Agency (CRA). Please get in touch with a member of our Donor Relations team for more information on specific processes and conditions of accepting any form of gifts outlined above.

## TAX RECEIPTS

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Operation Eyesight will issue an official receipt for donations of \$20 or more that qualify as charitable gifts. Receipts for donations of less than \$20 will be issued only when requested by the donor. Monthly donors will receive a charitable tax receipt for the cumulative total of their giving at the end of the calendar year. All donations will be recorded and receipted in accordance with the rules and regulations set out by the [CRA - Charities Directorate](#).

## GIFT RECOGNITION

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Operation Eyesight recognizes the importance of voluntary contributions to our work. Our donors are offered opportunities to be recognized for their generosity in various ways through formal, informal, personal and public expressions of appreciation. Donors have the right to receive appropriate acknowledgement and recognition for their gifts as per Operation Eyesight's Stewardship & Recognition matrix document. Donors also have the right to give anonymous gifts.

## GIFT ACKNOWLEDGEMENT

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All gifts to Operation Eyesight are acknowledged by Operation Eyesight's head office in Calgary, Alberta. Eligible gifts of cash and property will receive an official receipt for income tax purposes and an acknowledgement letter within the minimum time possible. Operation Eyesight is responsible for maintaining records for proof of charitable contributions for the time period as stated by the CRA and will issue receipts for gifts in compliance with local laws.

## POLICY AMENDMENT AND REVIEW

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Operation Eyesight's Chief Financial Officer and President/CEO, as well as the Board of Directors, are responsible for the review and recommended amendments to the Policy. The Chief Financial Officer, President/CEO, and the Board of Directors will review this Policy periodically as needed (every five years minimum). Changes can be proposed throughout the entire year where such are deemed necessary. All changes must obtain final approval from the Chief Financial Officer, the President/CEO, and the Board of Directors.

## POLICY EFFECTIVE DATE

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The Gift Acceptance Policy was adopted and became effective on \_\_\_\_\_. All gifts will be governed by the Gift Acceptance Policy that was in effect when they were accepted.