

Gift Acceptance and Designation Policy

1 - Purpose

This policy is intended to outline United Way Toronto's (UWT) policies on the types of gifts that will be accepted by UWT, and the restrictions a donor may place on the gift.

2 - Scope

This policy applies to all prospective and current donors contributing to UWT's general fund, targeted initiatives and/or endowment.

3 - Policy

Type of Gifts Accepted

UWT encourages and solicits contributions of cash, publicly traded securities, and some personal and real property. Other gifts may require management approval before being accepted. UWT does not accept gifts through vehicles which have been created primarily for tax shelter purposes.

- **Cash :** UWT includes cheques, electronic fund transfers and credit card donations in its definition of cash.
- **Publicly Traded Securities:** UWT will accept only gifts of securities with a value of \$1,000 or more. Should a donor wish to designate part of this gift to other charities, a minimum of \$1,000 of the total gift net of fees must remain with UWT Community Fund, Areawide Community Fund, UWT priority and service areas, The Tomorrow Fund, or other United Ways in Canada
- **Other Investments:** Gifts of real estate, shares in privately-owned companies, flow-through shares and other investments that are not readily negotiable must be approved by UWT before being accepted. As these gifts are not readily valued, valuation documentation must be prepared in accordance with the Gift Valuation and Receipting Policy.
- **Other Gifts:** Any other gifts to UWT that have not been addressed above will be reviewed by UWT on a case by case basis, before the gift is accepted. In approving these gifts, consideration will be given to the size of the gift, its impact, the financial liability (if any) and possible risks (financial, reputational, brand) to UWT. These gifts must be reviewed and approved by the Vice President of Finance or the Chief Operating Officer, in consultation with the Vice President of Resource Development.

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Designations of Gifts

All donors can direct their gift (including bequests) to a specific project that supports the mandate of UWT or any Canadian charity registered with the Canada Revenue Agency (CRA). UWT reserves the right to decline a gift if neither condition is met. Designations will be permitted for bequest gifts only if UWT is also a beneficiary of the estate.

Donors may also endow their gift to our Tomorrow Fund. Please refer to the Endowment Policy.

4 - Procedures

Donors must provide direction on designation of their gifts no later than March 31 of the year following the year in which their gift was committed. If no instructions have been given by that date, UWT will assume the gift has no restrictions attached to it. Directions on gifts made in January to March and attributed to the campaign of the previous year, must be provided by March 31 of the year the gift was committed.

All directed gifts will be used for the purposes which they were given. If a donation is directed to an organization that is found to not have a valid CRA registration number, UWT will make reasonable efforts to inform the donor and determine alternate designation instructions. If UWT is unable to secure further direction from a donor, the funds will become available to UWT for general charitable purposes.

It is the responsibility of the Vice President of Resource Development to ensure that this policy is adhered to.

Breaches of this policy will be considered a serious matter and subject to disciplinary action up to and including termination