



# Gift Acknowledgement & Stewardship

## POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2020-07-09

Date Last Reviewed or Revised: 2020-07-02

Review Cycle: Every five years by Director, Strategy & Communication

## Purpose

Saskatoon Public's Library *Gift Acknowledgement & Stewardship Policy* gives the Executive Team guidance in providing timely and meaningful Donor recognition, and managing philanthropic Gifts.

The Policy applies to Gifts of money or other property. It does not apply to Gifts of Service. See the *Sponsorship Policy* and the *Naming Policy* for sponsorship and naming opportunities and requirements.

SPL accepts Gifts in support of its vision, mission, values and goals. Stewardship is the foundation for building lasting relationships between SPL and philanthropic individuals or organizations that support the Library.

## Policy Statement

Well-timed and appropriate Gift acknowledgment and recognition, as outlined in the Guidelines, are crucial to Donor retention. SPL ensures acknowledgements affirm to Donors that they have made a worthwhile investment in the Library.

Gifts that are deemed acceptable are also recognized with official charitable receipts as permitted by the Canada Revenue Agency.

This Policy does not supersede a Donor's right to anonymity, if requested.

## Definitions

- 1) **"Anonymity"**: Donors have the right to remain anonymous if they wish. Anonymity can be requested for all of the Donor's Gifts or for specific ones.
- 2) **"Board"**: Saskatoon Public Library Board.

- 3) **"CEO"**: Saskatoon Public Library CEO.
- 4) **"Donor"**: Any individual, partnership, corporation, foundation or other legal entity that makes a charitable Gift to SPL.
- 5) **"Donor Intent"**: The purpose for which a Donor intends a Gift. A Donor may make restrictions and set terms for their Gift, typically noted in an agreement, e.g., the Donor designates the funds for new computers for patrons and the Library agrees to use the Gift for that purpose.
- 6) **"Executive Team"**: SPL's CEO; Director, Public Services; Director, Corporate Services & Facilities; Director, Finance & Administrative Services; Director, Strategy & Communication; and Director, Reconciliation.
- 7) **"Gift"**: A voluntary transfer of property without expectation of recognition, acknowledgement or other promotional considerations.
- 8) **"Guidelines"**: *Gift Acknowledgement & Stewardship Guidelines*.
- 9) **"Impact Reporting"**: Communicating to the Donor the impact their Gift has made to the Library.
- 10) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including virtual spaces.
- 11) **"Naming"**: The official naming of an asset to recognize and honour a Donor or Sponsor.
- 12) **"Policy"**: *Gift Acknowledgement & Stewardship Policy*.
- 13) **"SPL"**: Saskatoon Public Library.
- 14) **"Sponsor"**: Any individual, partnership, corporation, foundation or other legal entity that contributes funds or in-kind goods or services to SPL in return for recognition, acknowledgement or other promotional considerations.
- 15) **"Stewardship"**: The philosophy and processes used to demonstrate that SPL is worthy of a Donor's continuing support. Stewardship encompasses Gift acknowledgement, Donor recognition, honouring of Donor Intent, effective and efficient use of funds, and Impact Reporting to a Donor.