



Gift Acknowledgement & Stewardship

POLICY

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

Date Effective: 2020-07-13

Date Last Reviewed or Revised: 2023-02-15

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

Purpose

Saskatoon Public's Library *Gift Acknowledgement & Stewardship Policy* gives guidance in providing timely and meaningful Donor recognition to manage 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.

Policy Statement

Well-timed, appropriate and consistent Gift acknowledgment and Stewardship, as outlined in the Guidelines, are crucial to Donor relationships. Gift acknowledgment and Stewardship affirm to Donors that their contributions are valued and that they have made a worthwhile investment in the Library.

Gifts are acknowledged with official charitable receipts in accordance with Canada's *Income Tax Act* and Canada Revenue Agency regulations.

A Donor's right to anonymity, if requested, is respected.

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) **"Donor"**: Any individual, partnership, corporation, foundation or other legal entity that makes a charitable Gift to SPL.
- 3) **"Gift"**: A voluntary transfer of property without expectation of recognition, acknowledgement or other promotional considerations.

- 4) **"Gift of Service"**: The contribution of service, e.g., time, skills or effort.
- 5) **"Guidelines"**: *Gift Acknowledgement & Stewardship Guidelines*.
- 6) **"Impact Reporting"**: Communicating to the Donor the impact their Gift has made to the Library.
- 7) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including virtual spaces.
- 8) **"Naming"**: The official naming of an asset to recognize and honour a Donor or Sponsor.
- 9) **"Policy"**: *Gift Acknowledgement & Stewardship Policy*.
- 10) **"SPL"**: Saskatoon Public Library.
- 11) **"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.
- 12) **"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.

References

- Canada Revenue Agency regulations
- *Income Tax Act*