

WECHCPC Gift Acceptance Policy

Overview:

The West End-Coal Harbour Community Policing Centre (hereafter referred to as 'WECHCPC') is committed to developing mutually beneficial partnerships and sponsorships that support its strategic priorities of crime prevention and personal safety programming, community meetings, presentations, events, and Community Policing Centre services. It also works with sponsors for specific promotions and programs depending on the needs and fit to the organization.

Conditions:

The WECHCPC solicits and accepts donations and sponsorships (hereafter referred to as 'gifts') for purposes that will help the organization further and fulfil its mission. The following policies and guidelines govern acceptance of gifts made to the WECHCPC for the benefit of any of its operations, programs or services.

I. When considering whether to solicit or accept gifts, the organization will consider the following factors:

- Values - the acceptance of the gift does not compromise any of the core values of the WECHCPC
- Compatibility - there is compatibility between the intent of the donor and the organization's use of the gift
- Public Relationships - the acceptance of the gift does not damage the reputation of the WECHCPC
- Primary Benefit - the primary benefit of the gift is to the WECHCPC versus the donor
- Consistency - the acceptance of the gift is consistent with prior practice
- Form of Gift - the gift is offered in a form that the WECHCPC can use without incurring substantial expense or difficulty
- Effect on Future Giving - the gift will not encourage or discourage future gifts from other donors

All decisions to solicit and/or accept potentially controversial gifts will be made by the WECHCPC Board of Directors in consultation with the Executive Director. The primary consideration will be the impact of the gift on the organization.

II. The WECHCPC will not accept gifts that:

- result in the WECHCPC acting in contradiction to the organization's Constitution and Bylaws,
- result in the WECHCPC losing its status as a charitable and/or not-for-profit organization,
- are too difficult or too expensive to administer in relation to their value,
- result in any unacceptable consequences for the WECHCPC, or
- are for purposes outside the WECHCPC's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the WECHCPC Board of Directors in consultation with the Executive Director.

III. The WEHCPC can seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

Acknowledgement of Gifts:

Donation receipts will be issued for all qualified Cash and Merchandise gifts subject to the rules and regulations as set out by the Canada Revenue Agency, unless otherwise specified by the donor. All fundraising event donations and any Cash and Merchandise gifts over \$100 will also receive a letter of thanks on WEHCPC letterhead and/or WEHCPC Certificate of Appreciation.

Additionally, the WEHCPC reserves the right to acknowledge gifts received in the following manner when the specified criteria are met and are not otherwise required to be acknowledged in any other way:

- i. Services (Donated Time, Labour, etc) - Donors will be acknowledged in the WEHCPC Annual Report to the Vancouver Police Department.
- ii. Fundraising Event Donations - For the purposes of advertising the fundraising event, all donor names/organizations will be publicized on the WEHCPC website once the donation has arrived and for a minimum of one year after the event date. Donors will also be acknowledged in the WEHCPC Annual Report to the Vancouver Police Department.
- iii. Cash and Merchandise Donations for the purpose of Program or Activity Sponsorship/Honorarium From \$400 to \$599 – Donor will be named as a Bronze Level Donor on the CPC website for one year and will also be acknowledged in the WEHCPC Annual Report to the Vancouver Police Department.
- iv. Cash and Merchandise Donations for the purpose of Program or Activity Sponsorship/Honorarium From \$600 to \$999 – Donor will be named as a Silver Level Donor on the CPC website for one year and will also be acknowledged in the WEHCPC Annual Report to the Vancouver Police Department.
- v. Cash and Merchandise Donations for the purpose of Program or Activity Sponsorship/Honorarium From \$1,000 to \$1,999 – Donors will be named as a Gold Level Donor on the CPC website for one year, will be invited to and acknowledged at the WEHCPC Year End Appreciation Event, and acknowledged in the WEHCPC Annual Report to the Vancouver Police Department.
- vi. Cash and Merchandise Donations for the purpose of Program or Activity Sponsorship/Honorarium or General Operating Requirements Abatement Of \$2,000 or More – Donors will be named as a Platinum Level Donor and listed as a corporate sponsor and community supporter on the WEHCPC website and in social media updates for two years, invited to and acknowledged at the WEHCPC Year End

Appreciation Event, and acknowledged in the WECHCPC Annual Report to the Vancouver Police Department.

Donor Privacy and Protection:

All personal and financial information provided by donors are subject to the terms and conditions as set out in the WECHCPC Privacy Policy.

The WECHCPC urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.