



8.A-2024 Charitable Giving

1. Purpose

The purpose of the Charitable Giving Policy (the "Policy") is to guide gift classification, types of gifts, and confidentiality associated with charitable activities of St. Mary's University, in accordance with the university's other policies and procedures and within the parameters of relevant government legislation. The Policy will also serve as a mechanism for minimizing risk and protecting the University from potential legal and reputation issues and should be reviewed at a minimum frequency of every five years. Any changes in CRA requirements and legislation, must be implemented immediately.

2. Gift Classification

St. Mary's will accept unrestricted gifts, broadly restricted gifts, and restricted gifts as long as the gift aligns with the University's strategic and fundraising priorities and is accepted in accordance with St. Mary's existing Gift Acceptance Policy.

2.1 Unrestricted Funds:

Donations for which the donor has indicated the gift is unrestricted, or for the University's greatest needs. Unrestricted funds can be used to support operational or capital initiatives.

2.2 Broadly Restricted:

Donations for which the donor has indicated a general area to which the gift is to be restricted, such as a faculty, department, library, scholarships/bursaries, general research, etc. Broadly restricted gifts allow the university some discretion on its expenditure.

2.3 Restricted:

Donations for which the donor has indicated a specific purpose or restriction, such as a particular research project, departmental equipment purchase, memorial fund, specific scholarship fund, or special project. A Trust Fund will be created by Finance from which the funds will be distributed according to the donor's direction and CRA legislation.

3. Types of Gifts

The types of gifts that St. Mary's may accept include but are not limited to the following. Every gift, regardless of type, must be accepted according to the University's existing Gift Acceptance Policy and applicable legislation.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Board of Governors	External Relations	April 11, 2024	April 11, 2024	Every 5 years

St. Mary's University: 8.A-2024 Charitable Giving

- a. Cash or near-cash, which may include bank notes, cheques, money orders, currency, or other legal tender
- b. Securities
- c. Gifts-in-Kind
- d. Bequest and Estate Gifts
- e. Gifts of Life Insurance
- f. Gifts of Charitable Remainder Trusts and Gifts of Residual Interest
- g. Gifts of Registered Retirement Plans
- h. Gift Annuities

4. Confidentiality of Information

- 4.1 All information pertaining to donors and donations received by St. Mary's University are considered confidential and are handled in compliance with applicable laws. Only the Vice President External Relations may approve release of donor information.

- 4.2 A donor may request that his/her gift and/or all information pertaining to that gift remain anonymous. This commitment will be honoured by St. Mary's, and informational will only be released in accordance with government legislation, which can change over time. Such legislation includes the Freedom of Information and Protection of Privacy Act (FIPPA). In Alberta, this means that donor agreements may be released to a third party should an access request be submitted and approved under FIPPA. This condition will be noted in St. Mary's donor gift agreements.