



#13 Philanthropic Support

BOARD POLICY

Board Approval: October 1, 2019
Effective Date: October 1, 2019
Amendment Date: N/A
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PURPOSE

Philanthropy in HLG is a critical contributor to the organization and aligns with the core missions, visions and beliefs, ultimately contributing to the learning and success of our students.

DEFINITIONS

Bequest – an asset (monetary or in kind) donated through a will or estate. This type of Gift may also be referred to as a planned Gift or estate Gift.

Board – the Boards of Governors/Directors of HLG

Council for the Advancement and Support of Education (CASE) – the global association for professionals in advancement—alumni relations, communications, fund development, marketing, and advancement services—who share the goal of championing education to transform lives and society.

CRA – Canada Revenue Agency.

To Endow – to restrict a fund so that only the investment income, and not the principal, is used for charitable purposes.

Gift – a voluntary exchange in which the values and aspirations of a donor are matched with the values and aspirations of a charity, with no expectation of any advantage or benefit for the donor.

Gift in Kind – a donation of property or services, distinct from a donation of stocks or cash.

HLG – Headwater Learning Group, the term for three charitable organizations: Calgary Academy Society, Headwater Learning Foundation, and Headwater Learning Solutions Foundation.

Pledge – a promise or agreement to make a financial Gift.

Philanthropy – the desire to promote the welfare of others, expressed especially through donations.

Restricted Gift – a donation that is tied to a specific purpose, for instance for a new building project. These Gifts must be kept in a separate account and cannot be used for the general purposes of the charity.

Unrestricted Gift – a donation made by a donor which carries no specific limitations and can be used at the best judgement of the CEO for the furtherance of the HLG mission and vision.

GUIDELINES

1. Philanthropy is an integral component of the cultural fabric of HLG. Through a culture of philanthropy, we embrace community support, strive to make our community a better place and be strong global citizens..
2. HLG commits to an ongoing Philanthropic giving program to support the fulfillment of HLG's missions and visions.
3. Employees and Representatives of HLG will endeavor to assist donors in accomplishing their philanthropic objectives as they support the missions, visions and values of the three entities through a collaborative and donor-centric approach.
4. HLG is committed to the highest ethical standards and will adhere to the CASE Statement of Ethics and the Principles of Practice for Fundraising Professionals at Educational Institutions.
5. Information concerning all communications and transactions between a donor and HLG will be held in strict confidence and may be publicly disclosed only with the permission of the donor or as required by law. HLG respects and fulfills requests for anonymity as far as is permissible by law.
6. HLG does not provide financial tax advice to prospective donors and recommends to prospective donors to discuss donations with their legal, financial and tax advisors prior to making Gift commitments with the organization.
7. The Board can approve the naming of physical spaces, entities, projects or awards to recognize donations.
8. The Board may Endow donor funds in order to extend the life of the gift to a set term or in perpetuity.
9. In accordance with donor intent, HLG will accept both Unrestricted and Restricted Gifts. HLG will administer Restricted Gifts for the project of designation and will not permanently Endow funds without the consent of the associated donor.
10. HLG is committed to ensure all donor funds are used in a fair and transparent manner that supports the missions and visions of the organization. Donors are encouraged to provide advice and feedback on the use of their donation.
11. A donor's intent for their Gift will be documented where available, and reasonable efforts will be made to ensure donor satisfaction and mutual agreement to any changes in the Gift designation.

REFERENCES

Canadian Anti-Spam Legislation (CAS-L)

CASE Reporting Guidelines

CASE Statement of Ethics and the Principles of Practice for Fundraising Professionals at Educational Institutions

Income Tax Act R.S.C., 1985, c. 1 (5th Supp.)

Personal Information Protection Act, SA 2003, c P-6.5

CROSS REFERENCES

Board Policy – Privacy and Security of Information