

CAMPION COLLEGE BOARD OF REGENTS POLICY: Fund-Raising CODE: 6.1.8	Date Initially Approved: February 13, 2008 Date Revised: November 28, 2012, January 21, 2015
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1.0.1 Campion College is a registered charity, and as such, it engages in fund-raising activities for a variety of initiatives including, but not limited to

- sustaining and renewing its plant,
- enhancing its mission in teaching, research, and community service, and
- providing financial support for students.

1.0.2 Fund-raising must be carried out with sensitivity, with respect for donors, and in accordance with ethical practices in the fund-raising profession.

1.0.3 The President through the Executive Director of Administration and Finance is responsible for the administration and co-ordination of all fund-raising activities for the College including

- capital campaigns,
- annual giving campaigns,
- special project campaigns,
- major giving,
- planned giving, and
- special events.

1.0.4 Authorizations for fund-raising activities

1.0.4.1 The Board of Regents shall approve fund-raising activities for projects or campaigns in excess of \$100,000 on the recommendation of the President.

1.0.4.2 The President shall approve fund-raising activities for projects or campaigns in the range of \$15,000+ to \$100,000 on the recommendation of the Executive Director Administration and Finance.

1.0.5 Donors

1.0.5.1 Campion College values its donors and wishes to protect them from multiple approaches

1.0.5.2 Donor/Alumni address information is collected for Campion College and The University of Regina Alumni Association mailing purposes only and will be released only for genuine alumni or College related functions, and not for commercial or political purposes. Some acceptable uses are alumni mailings or publications, invitations to reunions or other alumni gatherings, and other College approved purposes.

1.0.5.3 Campion College and the University of Regina Alumni Association gathers and maintains information from donors and alumni that is used for the purposes of recording and receipting donations, fund-raising, community relations, and building relationship between Campion College and its constituencies. Information is gathered on alumni, donors, potential donors, corporations, foundations, and other members of the Campion

College community and is collected and held in accordance with the Freedom of Information and Protection of Privacy Act of Saskatchewan.

1.0.5.4 Donor/Alumni records are the exclusive responsibility of the Executive Director of Administration and Finance who will ensure that

- Champion College conforms with the requirements of the Freedom of Information and Protection of Privacy Act of Saskatchewan;
- Champion College conforms to widely-accepted codes of ethics and standards of professional practice in fund-raising;
- misuse or loss of donor/alumni records is prevented;
- individual accountability for protection of donor/alumni records is maintained; and
- documented security procedures are established

1.0.5.5 Donor names, together with donation amounts are collected with the explicit understanding that the information is privileged and confidential, and are protected from disclosure unless permission is given by the donor or required by law.

1.0.5.6 Donor/Alumni information may be used for statistical and research purposes provided confidentiality is protected. Any other purpose is subject to approval by the Executive Director of Administration and Finance who will consult with the President and relevant administrators.

1.0.5.7 Confidentiality of Donor Names. Champion College employees and faculty members are allowed access to donor and alumni records only in pursuit of their duties with permission of the Executive Director of Administration and Finance. Donors and alumni may access their own records on submission of acceptable identification.

1.0.5.7.1 Principles for use of Donor/Alumni records

1.0.5.7.1.1 Donor's right to privacy. Every donor has the right not to have information divulged to others.

1.0.5.7.1.2 Moral responsibility. Researchers who are using Donor/Alumni records, fund-raisers, outside consultants and volunteers, in their capacity of working on behalf of the College are responsible for the moral ramifications of their individual acts.

1.0.5.7.1.3 Protection of confidential material. Records pertaining to individuals and/or organizations are to be kept confidential and are to be used only by those employees and faculty members who require the information to further the official mission of the College.

1.0.5.7.1.4 Sharing confidential material. Public routine directory information may be shared with another member institution as a professional courtesy so long as no information is sold or bartered to any other institution or individual.

1.0.5.7.1.5 Record awareness. All files are protected under the University's established policies and are protected from general access in accordance with the Freedom of Information and Protection of Privacy Act of Saskatchewan. Permission for access to such files may be obtained from the Executive Director of Finance and Administration.

Gifts-in-kind (including, but not limited to property, vehicles, products, and services) will be receipted for the fair market value based on a written appraisal from a qualified appraiser or the College's assessment of fair market value. The College reserves the right to require the donor to pay the cost of the written appraisal or provide the appraisal. Once accepted, the gift-in-kind become the property of the College, which retains the right to dispose of a gift-in-kind as it sees fit, unless another arrangement has been made with the donor.

The College reserves the right to refuse, accept or decline any gift, donation, or bequest at its absolute discretion or to negotiate with the donor, executors, or Public Trustees concerning any aspect of a gift, donation or bequest.

If the donor's intention for the gift is at variance with the College's mission, goals, policies, needs, or best interests, the donor may be offered alternative compatible purposes, or the gift may be declined.