



GIFT ACCEPTANCE POLICY

SCOPE

This policy applies to donations and sponsor contributions received through all fundraising activities of The Sunshine Foundation of Canada (Sunshine), including: general donation, annual giving, planned gifts, special fund raising initiatives and campaigns.

GIFT ELIGIBILITY

The following gifts are deemed eligible for acceptance by Sunshine:

- Cash
- Will and bequest
- Charitable gift annuities
- Life insurance Policy
- Retirement fund
- Publicly traded securities
- Charitable remainder trusts and residual interest gifts
- Gifts of property (in-kind)

CASH

The Foundation accepts cash, credit card payments, direct debit payments and cheques or money orders made payable to “The Sunshine Foundation of Canada”. Postdated cheques are accepted.

WILL AND BEQUEST

Bequests made to the Sunshine Foundation may qualify as a charitable gift if the terms and conditions of the bequest are acceptable under Sunshine’s gift acceptance policies. Official receipts will be issued to the estate of the deceased.



The Foundation requires a copy of documents naming Sunshine as a beneficiary for our files, prior to a tax receipt being issued.

CHARITABLE GIFT ANNUITIES

The Foundation will consider charitable gift annuities on a case-by-case basis. The tax receiptable amount will be determined according to Canada Revenue Agency (CRA) Guidelines.

LIFE INSURANCE POLICY

The Foundation will accept a life insurance policy as a gift if it is named as beneficiary or is both the irrevocable owner and beneficiary. The tax receiptable amount will be determined according to CRA Guidelines.

Any premiums due are the responsibility of the donor. If the insurance policy lapses for non-payment prior to maturity because a donor fails to provide for premium payments, Sunshine may:

- continue to pay the premiums,
- convert the policy to paid up insurance, or
- surrender the policy for its current cash value.

When a life insurance policy is absolutely assigned to Sunshine, any consent that is required by provincial regulations to change a beneficiary must be signed before the transfer represents a valid charitable donation.

RETIREMENT FUND

Sunshine will accept the proceeds of a retirement fund as a gift if it is named as beneficiary. The tax receiptable amount will be determined according to CRA Guidelines



PUBLICLY TRADED SECURITIES

As a general rule, Sunshine will only accept gifts of securities that are publicly traded stocks and bonds. The value and the tax receiptable amount of such a donation are determined by the value of trading on the date of receipt of donation.

All stocks and securities Sunshine receives from donors will be sold upon completion of the stock transfer without exception.

CHARITABLE REMAINDER TRUST AND RESIDUAL INTEREST GIFTS

Sunshine will accept a charitable remainder trust as a gift if it is named as capital beneficiary. The tax receiptable amount will be determined according to CRA Guidelines.

GIFTS-IN-KIND

All proposals for gifts-in-kind to Sunshine shall be reviewed by the Chief Executive Officer in conjunction with the Director of Finance and Administration, and legal counsel as necessary. Gifts of property will be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the use of the gift.

Gifts of property valued at or over \$1,000 given to Sunshine with the intent of the donor to receive a tax receipt, must receive an independent external appraisal.

Gifts-in-kind/ gifts of property valued at less than \$1,000 (i.e. tickets, merchandise, office supplies, etc..) will be accepted only if the gift in question can be properly utilized by Sunshine, and that the efforts required to facilitate the gift does not place a significant drain on Sunshine resources.



PRINCIPLE

As a matter of principle, we engage in the following practices:

1. Sunshine will not accept gifts that are not recognized by CRA, or violate federal, provincial or municipal laws.
2. Sunshine will not accept gifts, enter into partnerships, or accept support that will compromise its commitment to its mission and essential values as articulated in Sunshine's guiding principles below.
3. Sunshine values and will protect its integrity, autonomy and funding freedom, and does not accept gifts when a condition of such acceptance would compromise these fundamental principles.
4. Sunshine reserves the right to accept or decline any gift. The final decision to decline a gift rests with the Board of Directors.
5. Ownership of all gifts directed to Sunshine vests in the Foundation, whether said gifts are for the benefit of the Foundation generally or for some specific purpose in it.
6. Gifts acquired from licensed and legal alcohol, cannabis and gaming sectors are acceptable to Sunshine.
7. Gifts that results from, or could result from illegal activity are not acceptable (i.e. monies offered by motorcycle organizations).
8. Sunshine encourages donors to seek independent advice if the proposed gift is a planned gift and/or Sunshine has reason to believe that the proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
9. Sunshine's Gift Acceptance Policy shall be reviewed annually.

PROCEDURES:

We are committed to the following procedures in accepting donations:

1. Designated gifts will be used for the purposes for which they are provided.



2. Undesignated gifts will be used for the most needed initiatives as determined by the Chief Executive Officer in conjunction with the Board of Directors.
3. Accountability to donors must be of the highest caliber, through appropriate acknowledgment, and accurate and timely reporting by the relevant Sunshine staff. Where appropriate, gift agreements will be recorded between donors and Sunshine and these will be adhered to by the Foundation.
4. All donations will be recorded and receipted in accordance with the rules and regulations set out by the CRA. Sunshine will issue an official receipt for donations of \$20 or more that qualify as charitable gifts, in accordance with CRA guidelines. Receipts for donations of less than \$20 will be issued only when requested by the donor.

If, following internal consultations, uncertainty remains as to whether a donation qualifies as a charitable gift, a ruling may be sought from Sunshine's legal counsel, auditor and/or the CRA.

5. Anonymity will be granted to any donor who makes this request.

VALUES AND GUIDING PRINCIPLES

The Sunshine Foundation of Canada employs integrity, compassion and respect in everything we do, while having the courage and commitment to achieve our goals.