ALPINE CLUB OF CANADA / CLUB ALPIN DU CANADA	Policy Name	GIFT ACCEPTANCE POLICY
	Policy Number	BOD-010
	Created By	K. Robinson (April 2026)
	Approved By	Board of Directors
	Date Approved	June 7, 2026

GIFT ACCEPTANCE POLICY

1. PURPOSE

This policy establishes principles and procedures governing the acceptance, administration, and stewardship of all gifts to the Alpine Club of Canada (ACC), ensuring alignment with mission, CRA compliance, and best practices.

2. SCOPE

The policy applies to all gifts including unrestricted, restricted, endowed, deferred, gifts-in-kind, and fundraising conducted on behalf of ACC.

3. DEFINITIONS

Deferred Gift: A gift that is realized by the ACC at a future date (e.g., a bequest).

Gift-in-Kind: A non-cash gift of property such as equipment, artwork, cultural works, or real estate.

Gift of Securities: A donation of publicly traded shares, stocks, bonds, or mutual funds transferred directly to the charity.

Nominal Value: As defined by the CRA, generally the lesser of $50 or 10% of the value of the gift.

Terms of Reference: A document that defines the purpose, structure, and use of a designated or endowed fund.

Sponsorship: A financial or in-kind contribution made in return for commercial recognition or benefit, which may not qualify as a charitable gift under CRA guidelines.

Endowment Fund: A fund in which the principal is maintained intact and invested to generate income in accordance with ACC policies.

Designated Fund: A fund established for a specific purpose in furtherance of the ACC's mission, governed by the ACC's Designated Funds Policy.

Complex Gift: A gift that, by virtue of its nature, structure, conditions, or source, requires additional legal, financial, valuation, or reputational due diligence prior to acceptance. Complex gifts include, but are not limited to, gifts of real estate, privately held securities or business interests, life insurance, gifts-in-kind of significant value, and gifts involving a potential conflict of interest. Gifts of publicly traded securities and straightforward estate gifts where the ACC is named as an unrestricted beneficiary are not considered complex gifts and are processed according to standard gift acceptance thresholds. Estate gifts involving real property, private holdings, contested terms, or donor-imposed conditions retain their complex gift designation. All complex gifts require approval by the Executive Director, President, and Audit & Finance Committee, regardless of dollar value.

4. GUIDING PRINCIPLES AND DONOR RELATIONS

The Alpine Club of Canada is committed to ethical, transparent, and donor-centered fundraising practices.

In its relationships with donors, the ACC will:

- Treat all donors and prospective donors with respect, integrity, and professionalism.
- Honour donor intent wherever possible, within the framework of ACC policies and CRA requirements.
- Ensure that all gifts are used to advance the ACC's mission, vision, and priorities.
- Provide clear and accurate information about the use and impact of donations.
- Safeguard donor privacy and confidentiality in accordance with ACC policies.
- Recognize donors in a manner that is appropriate, meaningful, and aligned with ACC values.
- Ensure that no undue influence is exercised on donors and that all giving is voluntary.
- Ensure that all fundraising communications are truthful, accurate, and not misleading.

The ACC is guided by recognized standards in ethical fundraising within the Canadian charitable sector, including those outlined by Imagine Canada.

The ACC encourages donors to seek independent legal, financial, and tax advice prior to making a gift.

5. TRANSPARENCY AND ACCOUNTABILITY

ACC publicly shares financials, annual reports, CRA filings (T3010), governance policies, and fundraising information upon request. All donor information is handled in a confidential manner in accordance with the ACC Donor Privacy Policy (ACC-BOD-012). The ACC will respond promptly to any concerns or complaints from donors or the public related to fundraising practices.

6. AUTHORITY AND APPROVAL

The Senior Fund Development Officer is responsible for the day-to-day management of fundraising activities. The Executive Director oversees all fundraising activity and gift acceptance. The Board of Directors (or its delegated authority) holds ultimate fiduciary responsibility for the ACC's philanthropic program.

Gift acceptance authority is structured as follows:

Authority	Gift Type	Threshold
Senior Fund Development Officer	Unrestricted cash or securities, no conditions	Up to $10,000
Executive Director	Unrestricted or lightly restricted	Up to $50,000
Executive Director + President	Unrestricted or lightly restricted	$50,000-$100,000
Executive Director + President + Audit & Finance Committee	Any restricted, named or complex gifts	$100,000+

Where a gift exceeds the Senior Fund Development Officer's authority, the following process applies:

- The gift is received and acknowledged, but formal acceptance is deferred pending the appropriate level of approval.
- The donor is informed that acceptance is subject to organizational review.
- No charitable tax receipt is issued until acceptance is confirmed.

Regardless of dollar value, the following gift types always require approval by the Executive Director, President, and Audit & Finance Committee:

- Gifts with naming rights,
- Privately held shares or business interests,
- Real estate,
- Life insurance policies,
- Significant gifts-in-kind,
- Planned or estate gifts involving real property, private holdings, contested terms, or donor-imposed conditions,
- Any gift posing legal, financial, or reputational risk,
- Any gift where donor intent or capacity is unclear,
- Any gift involving a material conflict of interest - All individuals involved in gift acceptance decisions must act in accordance with the ACC's Board Code of Conduct Policy (BOD-006).
- The ACC will use reasonable efforts to communicate a decision on gift acceptance within **30 business days** of receiving all required information. For complex gifts requiring legal, financial, or environmental review, this period may be extended, and the donor will be notified of the delay and expected timeline.

6A. ACCEPTANCE OF GIFTS (CORE CONDITIONS)

The ACC will accept gifts from individuals, corporations, foundations, and other entities, provided that:

- The gift aligns with the ACC's mission, values, and priorities.
- The terms of the gift are consistent with ACC policies.
- The gift does not create undue financial, legal, or operational burden.
- The gift does not result in an inappropriate benefit to the donor or related parties.

All gifts are subject to review prior to acceptance.

All gifts must be made payable to the Alpine Club of Canada and processed in accordance with ACC financial procedures.

6B. INDEPENDENT ADVICE AND DONOR UNDERSTANDING

The ACC encourages all donors to seek independent legal, financial, and tax advice prior to making a gift.

The ACC will not provide legal or financial advice to donors.

The ACC will not accept a gift where there is reason to believe that the donor does not fully understand the nature, implications, or consequences of the gift, or where the donor's intent is unclear.

7. DONOR INTENT AND DISCRETION

ACC will honour donor intent where possible but retains full discretion and control over all gifts in accordance with CRA requirements. Donors may express a preference for how their gift is to be used, including directing a gift to a specific program, fund, or initiative.

All such designations must align with the ACC's mission, priorities, and applicable policies.

No benefit of any kind may be provided to the donor or to any person designated by the donor, except where such benefit is of nominal value and complies with CRA guidelines.

The ACC retains final authority over the use of all donated funds.

7A. DISPOSITION OF GIFTS

The ACC reserves the right to sell, convert, or otherwise dispose of any gifted asset, unless otherwise agreed to in writing.

Acceptance of a gift does not imply that the ACC will retain or use the asset in the form in which it was received.

Proceeds from the disposition of a gift will be used in accordance with donor intent, where applicable, and in alignment with ACC policies and priorities.

8. RESTRICTED, ENDOWED, AND UNRESTRICTED GIFTS

The ACC accepts unrestricted, restricted, and endowed gifts in support of its mission and priorities.

Unrestricted gifts are strongly encouraged, as they provide the ACC with the flexibility to respond to emerging needs and opportunities.

Restricted gifts may be accepted where the designated purpose aligns with ACC priorities and does not create undue administrative or financial burden.

Endowment gifts are contributions where the principal is maintained and invested, and only income (or a portion thereof, as defined by policy) is used to support the ACC's programs and priorities.

Endowment and designated funds are established and governed in accordance with ACC policies, including the Designated Funds Policy (ACC-FIN-002) and associated terms of reference.

The use and disbursement of funds will be governed by ACC policies and may require Board approval.

While donor intent will be honoured wherever possible, the ACC retains discretion to modify the use of funds where the original purpose becomes impractical, obsolete, or inconsistent with the ACC's mission or priorities, in accordance with applicable legal requirements.

8A. ADMINISTRATIVE COST RECOVERY

The Alpine Club of Canada recognizes that the effective administration, stewardship, and long-term management of philanthropic gifts require organizational resources.

Where appropriate, the ACC may allocate a **modest portion** of gifts to support administrative, fundraising, and stewardship costs, ensuring the sustainability and long-term impact of its programs and funds.

The ACC will communicate transparently with donors regarding any such allocation and will seek to align with donor intent wherever possible, in accordance with ACC policies.

While the ACC encourages contributions toward administrative costs, it retains flexibility to accept fully designated gifts at its discretion.

Designated and endowed funds may be subject to an annual administration fee as established by the Finance and Audit Committee. Fee structures are governed by the ACC Designated Funds Policy (ACC-FIN-002) and will be disclosed to donors at the time the fund is established.

8B. REVIEW AND MODIFICATION OF DESIGNATED FUNDS

Designated funds are reviewed periodically to ensure they remain relevant and aligned with the ACC's mission and priorities.

Where the original purpose of a fund becomes impractical, obsolete, or no longer aligned with the ACC's mission, the Board of Directors may approve a modification to the fund's purpose, in whole or in part.

In such cases, the ACC will make every reasonable effort to honour the original intent of the donor, while ensuring that funds continue to be used for charitable purposes consistent with the ACC's mission and applicable legal requirements.

Any reallocation or modification of funds will be conducted in accordance with the ACC Designated Funds Policy (ACC-FIN-002) and approved by the Board of Directors.

Where appropriate, the ACC may make reasonable efforts to inform or consult with the donor or their representatives.

9. GIFT AGREEMENTS

Required for major ($50,000+), restricted, naming, and planned gifts.

Gift agreements will outline:

- The purpose and use of the gift,
- Any restrictions or conditions,
- Recognition and naming (if applicable),
- Payment terms (if applicable),
- For endowed and designated gifts, a Terms of Reference document (as defined in Section 3) will be established alongside the gift agreement, governing the purpose, structure, and use of the fund.

10. NAMING AND RECOGNITION

Naming and recognition are governed by the ACC Named Gift Policy (ACC-BOD-009) and subject to Board approval and applicable naming guidelines.

11. ANONYMOUS GIFTS

Anonymous gifts are subject to the gift acceptance authority outlined in Section 6.

Anonymous gifts must not compromise the ACC's ability to meet its legal, regulatory, or ethical obligations, including CRA reporting requirements. Where anonymity cannot be reconciled with those obligations, the gift will be declined.

Concerns regarding the source or nature of an anonymous gift will be escalated to the Board Chair regardless of dollar value.

12. CONFLICT OF INTEREST

All individuals involved in the solicitation, acceptance, review, or administration of gifts must act in the best interests of the Alpine Club of Canada.

Any actual, potential, or perceived conflict of interest must be disclosed in accordance with ACC policies. Individuals with a conflict shall recuse themselves from any discussion or decision-making related to the gift.

The ACC is committed to ensuring that all gift-related decisions are made transparently, ethically, and in alignment with its mission, values, and governance standards.

13. ETHICAL SCREENING

The ACC reserves the right, in its sole discretion, to decline any gift that it determines to be inconsistent with its mission, values, or long-term interests, including where a gift may pose reputational, legal, or ethical risk.

Ethical screening is initiated by the Senior Fund Development Officer at the point of gift inquiry or offer, prior to formal acceptance. Where a gift raises concerns — including but not limited to the source of funds, the donor's public profile, or conditions attached to the gift — the matter is escalated to the Executive Director, and where appropriate, to the Board of Directors.

Screening considerations include: the donor's alignment with ACC values; any public controversy associated with the donor or their affiliated organizations; the nature and enforceability of any gift conditions; and any potential for the gift to compromise the ACC's independence or credibility.

All screening decisions and their rationale will be documented and retained on file.

14. CORPORATE AND SPONSORSHIP GIFTS

The ACC welcomes corporate support that advances its mission of promoting mountaineering, alpine recreation, and the stewardship of mountain environments. All corporate gifts are subject to the same core acceptance conditions outlined in Section 6A and the ethical screening principles of Section 13.

The ACC evaluates all corporate gifts on a case-by-case basis using a defined set of criteria, regardless of the donor's industry sector. No sector is categorically excluded; however, no corporate gift is accepted without review. The ACC recognizes that corporate relationships carry reputational implications and that the credibility of its funding sources is a matter of public trust.

All corporate gifts will be assessed against the following criteria prior to acceptance:

- **Mission alignment**: Does the corporation's business activity and public profile align with, or at minimum not contradict, the ACC's mission and environmental values?
- **Independence**: Do the terms of the gift preserve the ACC's full operational and programmatic independence?
- **Reputational risk**: Could acceptance of the gift reasonably damage the ACC's credibility with its members, partners, or the public?
- **CRA compliance**: Is the contribution structured as a gift rather than a sponsorship, or is the distinction clearly documented?

Corporate gift acceptance authority is as follows:

- Corporate gifts **under $50,000** may be approved by the Executive Director, provided a written assessment against the above criteria is completed and retained on file. The Executive Director will notify the Board Chair of all corporate gift acceptances within 10 business days.
- Corporate gifts **between $50,000 and $100,000** require Executive Director and Board Chair co-approval, consistent with Section 6.

- Corporate gifts **above $100,000**, or any corporate gift involving naming rights, significant restrictions, or a donor in an environmentally sensitive sector, require approval by the Executive Director, President, and Audit & Finance Committee, regardless of dollar value.

The ACC recognizes that certain corporate relationships may present heightened reputational or values-based considerations.

All such gifts will be reviewed on a case-by-case basis, with particular attention to alignment with the ACC's mission, environmental stewardship values, and the potential impact on the organization's credibility with its members, partners, and the public.

The Board retains full discretion to accept or decline any gift where there is concern regarding alignment, independence, or reputational risk.

The Board retains the right to decline any corporate gift that it determines, in its sole discretion, to be inconsistent with ACC's mission, values, or reputational interests. Decisions will be documented and retained for governance purposes.

15. ADMINISTRATION

All gifts will be recorded, receipted, and administered in accordance with ACC financial procedures, internal processes for gift processing, stewardship, and reporting, and all applicable regulatory requirements.

This policy will be reviewed periodically and updated as required. Any substantive changes must be approved by the Board of Directors.

APPENDICES

APPENDIX A: TYPES OF GIFTS

The Alpine Club of Canada may accept the following types of gifts:

- Cash and cash equivalents
- Publicly traded securities
- Private shares or business interests (subject to review)
- Real estate
- Gifts-in-kind, including cultural works
- Life insurance
- Bequests and other planned gifts

All gifts are subject to review to ensure alignment with the ACC's mission, priorities, and operational capacity.

Certain gift types may require additional due diligence prior to acceptance, including legal, financial, or environmental review.

Real estate gifts, in particular, may require environmental assessment and review of title, encumbrances, and marketability before acceptance.

The ACC reserves the right to decline any gift where the risks, costs, or administrative burden outweigh the potential benefit to the organization.

APPENDIX B: VALUATION AND RECEIPTING

The ACC will issue charitable tax receipts in accordance with Canada Revenue Agency (CRA) guidelines.

For gifts of publicly traded securities, the receipted value will be based on the fair market value at the time the securities are received in the ACC's account.

Gifts-in-kind will be receipted at fair market value as determined by a qualified independent appraiser. The cost of appraisal is the responsibility of the donor unless otherwise agreed in writing. The ACC will not appraise gifts-in-kind internally.

Real estate gifts will be valued by a certified appraiser engaged or approved by the ACC prior to acceptance. The receipt will be issued based on the appraised fair market value at the time of transfer.

Life insurance gifts will be receipted in accordance with CRA guidelines: where the ACC is named owner and beneficiary, receipts may be issued for premiums paid and, upon death of the life insured, for the policy's fair market value or proceeds, as applicable.

The ACC will not issue a tax receipt for any gift where fair market value cannot be reliably established.

APPENDIX C: COSTS AND LIABILITY

ACC will assess carrying costs, environmental risk, legal obligations, and marketability before accepting complex gifts.
Gifts that impose undue financial or operational burden may be declined.

Costs Associated with Gifts

Unless otherwise agreed in advance, all costs associated with the transfer, valuation, appraisal, or legal review of a gift will be the responsibility of the donor.

The ACC may, at its discretion, agree to share or assume certain costs where it is in the best interest of the organization.

APPENDIX D: GROUNDS FOR DECLINING GIFTS

Gifts may be declined if:

- Not compliant with CRA
- Illegal or unethical
- Misaligned with mission
- Create undue burden
- Cannot be valued
- Pose reputational or legal risk

APPENDIX E: CONFIDENTIALITY AND PRIVACY

Donor information is treated confidentially in accordance with the Donor Privacy Policy (ACC-BOD-012). Donors may request anonymity.

REVISION HISTORY

Revision	Date	Description
Rev 0	April 2026	Created by Krista Robinson, Senior Fund Development Officer
Rev 0	June 7, 2026	Approved by the Board of Directors