

Section: External Relations (ER)

Subject: Fundraising

Legislation:

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APPROVED: _____

Chair, on Behalf of SAIT's Board of Governors

POLICY

The policy of the Board of Governors is that all of SAIT's gift acceptance, fundraising and development activities be governed by SAIT's gift acceptance procedures and reflect SAIT's gift acceptance and ethical fundraising principles.

GOVERNING PRINCIPLES

A. Gift Acceptance Principles

1. All fundraising and development activity at SAIT shall reflect SAIT's core value at all times: we are accountable for our actions and we treat other people the way we would like to be treated ourselves.
2. SAIT values and will protect its integrity and autonomy: SAIT does not accept gifts when a condition of such acceptance would compromise SAIT's fundamental principles.
3. SAIT's solicitation of gifts is informed by and consistent with SAIT's priorities. Undesignated gifts must be used for such purposes as SAIT judges will best advance its mission and priorities. Designated gifts are used expressly for the purposes for which they are given, which must be consistent with SAIT's mission and academic priorities.
4. Gifts for programs and any academic appointments must be in full accord with all

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relevant Sait policies, procedures and practices.

5. Sait is committed to the highest standards of donor stewardship and accountability as outlined in Sait's gift acceptance policies and procedures. This includes appropriate acknowledgement and recognition for all gifts. Where formal reports are supplied to donors, these reports will conform to Sait policies and procedures, and be forwarded to donors by the appropriate academic office to which the program or chair reports or by the applicable Executive Management Committee member.
6. The terms and conditions governing the use of donations are matters of public record, except for personal or proprietary information as governed by Sait's policies and procedures relating to freedom of information and protection of privacy. A list of all donations will be produced annually, distributed to the Board of Governors and made public.
7. Where fund development agreements contain provisions for advisory bodies and committees, Sait will create such advisory bodies with the agreement of the applicable school/department. All forms of advice from donors will respect Sait's policies and procedures.
8. Sait does not accept gifts that involve unlawful discrimination on prohibited grounds, as defined in Sait's policies and procedures.
9. Sait does not accept gifts that require it to provide any valuable consideration to the donor or anyone designated by the donor, such as employment at Sait, enrolment in a Sait program or a Sait procurement contract.
10. In the course of negotiations concerning formal agreements with donors, these fundamental principles may be given to donors, and the policies and procedures referred to herein will be referenced in agreements as appropriate.

B. Ethical Fundraising Principles

1. Sait fundraising officers shall act according to the highest standards and visions of their institution, profession and conscience.
2. Sait fundraising officers shall avoid even the appearance of criminal offence or professional misconduct.
3. Sait fundraising officers shall be responsible for advocating, within their own organizations, adherence to all applicable laws and regulations.

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4. SAIT fundraising officers shall work for a salary or fee, not percentage-based compensation or a commission.
5. SAIT fundraising officers may accept performance-based compensation, such as bonuses, provided that such bonuses are in accord with prevailing practices within the members' own organizations and are not based on a percentage of philanthropic funds raised.
6. SAIT fundraising officers shall not pay, seek or accept finder's fees, commissions or percentage-based compensation for obtaining philanthropic funds and shall, to the best of their ability, discourage their organizations from making such payments.
7. SAIT fundraising officers shall effectively disclose all conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
8. SAIT fundraising officers shall accurately state their professional experience, qualifications and expertise.
9. SAIT fundraising officers shall adhere to the principle that all donor and prospect information created by, or on behalf of, SAIT is the property of SAIT and shall not be transferred or utilized except on SAIT's behalf.
10. SAIT fundraising officers shall, on a scheduled basis, give donors the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.
11. SAIT fundraising officers shall not disclose privileged information to unauthorized parties.
12. SAIT fundraising officers shall keep constituent information confidential.
13. SAIT fundraising officers shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds.
14. SAIT fundraising officers shall ensure to the best of their ability that contributions are used in accordance with donors' intentions.
15. SAIT fundraising officers shall ensure to the best of their ability the proper stewardship of charitable contributions, including timely reporting on the use and management of funds and explicit consent by the donor before altering the conditions of a gift.

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16. SAIT fundraising officers shall ensure to the best of their ability that donors receive informed and ethical advice about the value and tax implications of potential gifts.
17. SAIT fundraising officers' actions shall reflect concern for the interests and well-being of individuals affected by those actions. Members shall not exploit any relationship with a donor, prospect, volunteer or employee to the benefit of the member or the member's organization.
18. In stating fundraising results, SAIT fundraising officers shall use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the Canadian Institute of Certified Accountants.
19. All of the above notwithstanding, SAIT fundraising officers shall comply with all applicable local, provincial, federal and international civil and criminal laws.

POLICY/PROCEDURE REFERENCE

- ER.3.1.4 Gift Acceptance – Naming and Renaming Buildings and Facilities procedure
- ER.3.1.11 Gift Acceptance – Accepting, Acknowledging and Documenting the Receipt of Gifts procedure

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