

**GIFT ACCEPTANCE – ACCEPTING, ACKNOWLEDGING
AND DOCUMENTING THE RECEIPT OF GIFTS**

Section: External Relations (ER)

Subject: Fundraising

Legislation:

Effective: March 12, 2004

Revision: September 1, 2016 (reformatted)

APPROVED: _____**President and CEO****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.

PROCEDURE**GOVERNING PRINCIPLE**

1. SAIT's gift acceptance procedures are intended to ensure that informed and timely decisions are made on the acceptance of gifts and that standard receipting procedures are followed in accordance with federal taxation rules and requirements.

PROCEDURE**A. Overview of Gift Acceptance Procedures**

1. Definition of a Gift

The official controlled version of this document is held in the Board of Governors Office.

- a) SAIT is a registered charity (#10799 5789 RR0001). Gifts to SAIT entitle donors to a charitable tax receipt, which may be used to claim a non-refundable tax credit on their income tax returns.
- b) A gift is a voluntary transfer of money or property for which the donor expects and receives nothing of substantial value in return or what is referred to as nominal value. Federal taxation legislation defines nominal value as a fair market value of the lesser of \$50 or ten percent of the amount of the gift. This does not prevent SAIT from bestowing on its supporters recognition for their gifts through special receptions, plaques and naming opportunities for buildings and facilities.
- c) When a gift is received from a donor, it is the recipient's responsibility, in consultation with the Alumni and Development department, to determine if the gift qualifies as a donation under federal taxation definitions or if it should be processed as non-receiptable gift.
- d) Transactions which are not tax receiptable include:
 - i) A gift of service.
 - ii) The purchase of an item or service from SAIT.
 - iii) Sponsorship of campus projects for which the donor retains right of property, including intellectual property.
 - iv) A gift of debt from a person or partnership, or a share of a capital stock of a corporation that does not deal at arm's length with SAIT.
 - v) The gift of the rent-free use of space.
- e) **Quid Pro Quo:** if SAIT provides something of value in return for a gift (including admission to a fund raising event), the donor's tax receipt is reduced by the fair market value of the benefit received.

2. Ways to Give

- a) SAIT solicits and receives gifts from a wide variety of sources, such as associations, corporations, foundations and individuals. SAIT encourages and accepts gifts in the form of cash, securities and personal and real property, either as outright gifts or through planned gift vehicles in accordance with Canada Revenue Agency IT-110R3 – Gifts and Official Donation Receipts. Planned gifts include bequests, life insurance policies, charitable trusts and gift annuities.

The official controlled version of this document is held in the Board of Governors Office.

- b) Planned gifts are often given through complex financial and/or legal instruments. In these instances, Alumni and Development will provide donors with a full explanation of the proposed gift in writing. Donors will also be advised in writing to seek independent legal and/or financial advice when reviewing the proposal.

3. Conditions of Gift Acceptance

- a) A charitable gift is made and a charitable tax receipt is offered in any circumstances where all of the conditions listed below are satisfied:
 - i) Some property, usually cash, is transferred by the donor to SAIT;
 - ii) The transfer is voluntary;
 - iii) The transfer is made without expectation of return; and
 - iv) No consideration, no benefit of any kind beyond nominal value, to the donor or to anyone designated by the donor, may result from payment.
- b) SAIT values and will protect its integrity and autonomy and does not accept gifts when the condition of such acceptance would compromise its core values, including academic freedom of expression.

4. Gift Designation

- a) All gifts, regardless of value, form or designated use, should be made to SAIT. Donors may choose to have their gift fully expended or endowed. While SAIT encourages donors to make unrestricted gifts, donors may direct their gift to a specific program, school/department or project provided that:
 - i) No benefit accrues the donor;
 - ii) The directed gift does not benefit any person not dealing at arm's length with the donor; and
 - iii) Decisions regarding use of the donation within a program rest with the school/department, although, where possible, SAIT will act in concert with and be respectful of the donor's wishes.

5. Who May Accept Gifts

- a) Nothing should be done which might be construed as acceptance of a gift until the decision to accept has been made and communicated to the donor. For gifts
The official controlled version of this document is held in the Board of Governors Office.

above \$50,000, initial decisions regarding acceptance of gifts will be made by Alumni and Development, in consultation with the vice president, dean, director or designate of the area that will benefit from the gift and is subject to final approval based on the signing authority as follows:

Required Signature	Donation Amount / Type
Board of Governors	\$5 million and over
Board Chair and President and CEO	\$1 - \$5 million but must be shared with the Board of Governors for information purposes
President and CEO	Up to \$1 million
Any Two Vice Presidents	Up to \$500,000
Vice President	Up to \$250,000
Deans and Directors	Up to \$50,000

- b) The president and CEO must approve:
 - i) Any gift which, in the opinion of the vice president, external relations, or the vice president responsible for the area which will benefit from the gift, exposes SAIT to an uncertain and potentially significant risk.
 - ii) Any gift which, in the opinion of the vice president, external relations, or the vice president responsible for the area which will benefit from the gift, is precedent setting or involves sensitive issues (including but not limited to legal, social or other sensitive matters).
- c) It is at the discretion of the President and CEO to inform the Board of Governors or request approval from the Board of Governors in circumstances where the risk is significant but the agreement has a value below \$1 million.
- d) The above-authorized signatures are authorized to execute donation or gift agreements to which SAIT is the recipient. Though donations are not legally binding in most instances, the execution of agreements by SAIT employees is restricted to the limits set forth above.

6. Tax Considerations

- a) In accordance with Canada Revenue Agency IT-110R3 - Gifts and Official Donation Receipts, SAIT requires the following in regards to official receipts:
 - i) Funds for Which Receipts Will Be Issued

The official controlled version of this document is held in the Board of Governors Office.

Receipts are only issued for funds that SAIT will be responsible for investing or spending. Management of charitable receipting rests with Alumni and Development. Employees will require the documentation outlined for each specific type of gift before issuing a charitable tax receipt. Additional information may be required in order to ensure the validity of a charitable gift.

ii) Preparation of Receipts

Each receipt is prepared in duplicate bearing its own serial number, and is signed by an authorized financial officer of SAIT. For donation of property other than cash, the fair market value of the property at the time the gift was made, as well as the date of the gift, a description of the property and the name and address of a reputable appraiser is required.

iii) Control of Receipts

SAIT and its employees guard against the unauthorized use of official receipts.

iv) Lost or Spoiled Receipts

SAIT may issue a replacement for an official receipt. The replacement receipt will indicate that it is a duplicate.

B. Donation Procedures for Gifts of Cash, Money Order and Credit Card

1. When a cash or cheque donation is received, it should be sent to Alumni and Development immediately for processing and acknowledgement.

C. Donation Procedures for Gifts-In-Kind

1. A gift-in-kind is a donation in any form other than cash or cheque and normally requires a valuation for tax receipt purposes. SAIT accepts gifts of equipment, software, books, artwork, publicly traded securities, private shares, real estate and other collections and property where deemed appropriate. See Sections D and E of this procedure for further information in regards to gifts of real estate, publicly traded securities and private shares.
2. Procedures for Gift Acceptance

In considering a gift, SAIT must first accept the terms and conditions including associated costs, upon which the gift has been offered.

The official controlled version of this document is held in the Board of Governors Office.

- a) The gift should be such that it can be retained as a SAIT asset and used in connection with SAIT activities, with discretion as to its use and management or disposed of for cash or cash equivalent.
 - b) Where the donor has requested conditions be placed on the donation such as restrictions on sale, leasebacks, life interests, life estates or in situations where the asset is difficult to appraise, Alumni and Development will be consulted.
 - c) Where, in the opinion of Alumni and Development, in consultation with the vice president responsible for the area which will benefit from the gift, the acceptance of the gift would prove administratively difficult or not in SAIT's best interest, Alumni and Development may request that the terms of the gift be revised or recommend that the offer of the gift be declined.
 - d) SAIT considers potential liabilities, including environmental issues that may arise from the acceptance of a particular gift-in-kind. As part of the procedures for gifts-in-kind, the Facilities Management department must be consulted in regards to potential environmental issues.
 - e) Receipts for gifts involving the expertise and management responsibility of the vice president, finance and corporate services, such as real property, royalty agreements and securities, will be issued by Alumni and Development in consultation with that vice president.
 - f) Receipts for gifts involving the expertise and management responsibility of Applied Research and Innovation Services (ARIS), such as patents, licenses and other forms of intellectual property, will be issued by Alumni and Development in consultation with ARIS.
 - g) Receipts for gifts from organizations currently involved in strategic business alliances with SAIT, evidenced through a specific legal agreement or Memorandum of Understanding, will be issued by Alumni and Development in consultation with the vice president, external relations, and the vice president(s) of divisions affected by the strategic alliance.
 - h) Alumni and Development will request advice from SAIT's insurer regarding any insurance issues that acceptance may entail.
3. Appraisal Procedures

The Canada Revenue Agency requires satisfactory evidence of the gift's fair market value. This is the price the property would bring in an open market transaction

The official controlled version of this document is held in the Board of Governors Office.

between a willing buyer and a willing seller, acting independently of each other, and each having full knowledge of the facts. An arm's length sale and purchase of the property, at or near the effective date of valuation, is normally considered the best proof of value at the time.

a) Gifts Valued at Less Than \$1,000

Canada Revenue Agency will accept the appraisal of a SAIT employee provided the employee is knowledgeable in the field of the gift and qualified to appraise the gift for its fair market value.

b) Gifts Valued at \$1,000 or Over

Generally, an independent appraiser must appraise gifts valued at or over \$1,000. When finding an appraiser is difficult or expensive, Canada Revenue Agency will accept the appraisal of a qualified SAIT employee knowledgeable in the field of the gift. Alumni and Development may seek a second appraisal on gifts of high value or of a complicated nature.

- i) Where necessary, Alumni and Development will seek assistance from a tax or valuation specialist in fixing value for receipt purposes.
- ii) Detailed Canada Revenue Agency guidelines and/or the Canadian Association of University Business Officers (CAUBO) Income Tax Guide will be considered for unique gifts or for clarification regarding receipting.
- iii) Alumni and Development, in consultation with the Finance department and tax advisors, will be responsible for determining the fair market value of any interest in a gift to SAIT which is retained by the donor as in a leaseback or life-interest. This value must be deducted from the appraised value of the gift in order to determine the amount that is receiptable.
- iv) The cost of appraisals will normally be the responsibility of the school/department that will ultimately benefit from the gift. However, in certain cases, such as where the gift is difficult and expensive to appraise, the donor may be asked to absorb the cost. It is expected that the appraisal costs will be recovered when the gift is received.
- v) In situations where the gift is not of direct benefit to a particular school/department, Alumni and Development will be responsible for arranging an appraisal and the costs associated with the appraisal. However, in certain cases, such as where the gift is difficult and expensive to appraise,

The official controlled version of this document is held in the Board of Governors Office.

the donor may be asked to absorb the cost. It is expected that the appraisal costs will be recovered when the gift is received.

4. Administration and/or Disposition of a Gift-In-Kind
 - a) Administration of a gift generally resides with the school/department that will benefit from the gift. Costs of administration are normally paid from the operating or other budget of that school/department. If a gift is sold, any outstanding administrative costs will be recovered from the sale proceeds.
 - b) Gifts that are directed to SAIT as a whole will be initially administered through Alumni and Development in consultation with the vice president responsible for the area or function to benefit from the gift. The gift will be offered to a school/department in consultation with the vice president, external relations, and the appropriate vice president. Administrative costs associated with that gift will then be paid from the operating budget of the recipient school/department.
5. Special Case – Certified Canadian Cultural Property
 - a) The donation of Certified Canadian Cultural Property is a unique process and subject to particular Canada Revenue Agency guidelines. SAIT is not eligible to provide special tax status for gifts of Certified Canadian Cultural Property. Gifts of this type will be handled in accordance with standard gift-in-kind procedures.

D. Donation Procedures for Gifts of Real Estate

1. A gift of real estate may include a principal residence, recreation property, farms, land and commercial property.
2. Procedures for Gift Acceptance

The following procedures govern the acceptance of a gift of real estate in addition to those identified for gifts-in-kind.

- a) Various factors, including zoning restrictions, environmental factors, marketability, current use and cash flow, will be taken into account to ascertain whether the acceptance of the offered gift is in the best interests of SAIT.
- b) SAIT should always commission an environmental assessment of the property to ensure the real estate does not present a liability to SAIT.
- c) It is SAIT's policy to sell the real estate as soon as possible.

The official controlled version of this document is held in the Board of Governors Office.

- d) In rare exceptions, the property may be retained for SAIT investment purposes or for some other purpose, for example, use in accordance with the teaching and educational mandate of the institution.

E. Donation Procedures for Gifts of Public and Private Securities

1. SAIT can accept two types of gifts of securities:
 - a) A donation of publicly listed securities traded on a recognized stock exchange as determined by federal tax legislation. This includes bonds, mutual funds and T-bills. The value of such a gift is determined by the value at the close of trading on the date received in SAIT's investment account.

Donations of public securities may be handled in one of two ways:

- i) Electronic transfer of securities—the donor may instruct the donor's investment firm to transfer securities, in negotiable form, from the firm's account to SAIT's investment account. Valuation of the securities will be determined on the date credited to SAIT's investment account. SAIT will provide a Memorandum of Understanding to facilitate the transfer.
- ii) Presentation of certificate — the donor may deliver properly endorsed certificates (signed off exactly as registered with signature(s) guaranteed by a bank or investment firm) to SAIT. Valuation of the securities, in negotiable form, will be determined on the date received by SAIT.

The electronic transfer of securities is the preferred method for accepting a gift of publicly traded securities.

- b) A donation of private securities. The value of the gift and resulting charitable tax receipt shall be determined by a professional, independent valuation. Insofar as possible, any costs incurred in providing this valuation will be the donor's responsibility.
2. Procedures for Gift Acceptance

The following procedures govern acceptance of a gift of securities:

- a) Decisions regarding the sale of shares rest with SAIT's investment counsel in accordance with the directions given by SAIT's Board of Governors.

The official controlled version of this document is held in the Board of Governors Office.

- b) A Memorandum of Understanding confirming the donor's wishes will be prepared for SAIT and donor's signatures.
- c) The administration of a gift of securities will involve a senior development officer from Alumni and Development, in consultation with Finance.
- d) Where possible, it is preferable to receive such gifts via an electronic transfer rather than in certificate form. In the instance of an electronic based transfer of public securities between investment firms, a representative of Alumni and Development will:
 - i) Consult directly with the investment firms of both the donor and SAIT; and
 - ii) Identify immediately to SAIT's broker the:
 - Name of delivering investment firm;
 - Name and number of delivered shares; and
 - Name of the donor, and request confirmation for charitable receipt purposes of the date the security was received in SAIT's investment account. In the event of foreign source securities the same procedures apply but will also include the CN/foreign exchange rate on the day of the transfer. The exchange rate will appear on the official receipt provided to the donor.
- e) SAIT retains the right to decline a gift of shares if the offered public or private securities are deemed a liability to SAIT.
- f) In the instance of a gift of private securities:
 - i) SAIT's representative will assess, in consultation with appropriate parties, if the gift is acceptable, in that it can likely be sold in the future to the issuer, other stockholders or others interested in acquiring the issuer.
 - ii) The donor, at the donor's expense, will retain independent counsel for the purpose of valuing the proposed gift.

The official controlled version of this document is held in the Board of Governors Office.

F. Donations Procedures for Bequests by Will

1. A bequest by will is where a donor provides directions in the donor's will that leaves one or more assets to charity.
2. Procedures for Gift Acceptance

In all cases, SAIT is notified when the executor or personal representative applies for a Grant of Probate. In many cases, such notification may be addressed to SAIT's president and CEO or to Alumni and Development. Regardless of the addressee, all notifications and correspondence regarding estates are processed as follows:

- a) All letters, copies of wills and probate documents are forwarded to SAIT's gift planning professionals in Alumni and Development.
- b) A senior development officer will review the terms of the will. If the terms of the will are complex, or if issues relating to social, environmental or other sensitive matters arise, the officer may consult with legal counsel and initiate the necessary action to resolve any concerns. The director of Alumni and Development will make recommendations on the acceptance of a bequest to the persons authorized to accept bequests, according to the appropriate acceptance procedures for the specific gift.
- c) The executor or personal representative of the will normally requires SAIT to issue an official income tax receipt and provide a discharge to the executor, should SAIT decide to accept the bequest.
- d) The value of the receipt is determined by the fair market value of the bequest at the date of death. If there is an intervening life interest or other condition delaying the actual receipt of the bequest, fair market value is determined on a discounted basis.
- e) Upon approval to accept a bequest, all documentation is held by Alumni and Development for administration and record keeping. Information will be provided to Finance for a review of accounts, execution of releases and investment management.
- f) Liaison with the deceased's family members either directly or through the executor or personal representative is primarily the responsibility of Alumni and Development. SAIT schools/departments and employees may, however, participate as appropriate.

The official controlled version of this document is held in the Board of Governors Office.



- g) Alumni and development will prepare a report for the Board of Governors and Executive Management Committee, as required, on all realized bequests and appointments as trustee or executor accepted on behalf of SAIT.
- h) In those instances where a will appoints the "Estate Administrator of SAIT" as executor or trustee, the Board of Governors will designate an estate administrator for SAIT.

G. Donations Procedures for Gifts of Life Insurance

1. Gifts of life insurance proceeds may be made to SAIT in several ways.
 - a) A donor may donate an existing insurance policy by designating SAIT as the beneficiary and owner of the policy. SAIT issues a charitable tax receipt for the policy's cash surrender value, including accumulated dividends and interest. If the policy is not yet fully paid-up, the donor will receive tax receipts for any additional premium payments made after the policy is assigned. Receipts will only be issued upon written notice of premium payment from the donor's life insurance company. Upon the donor's death, SAIT receives the value of the policy.
 - b) Donor recognition will be equal to the tax receipt issued for the policy's cash surrender value, including accumulated dividends and interest. During the donor's lifetime, the donor may be recognized in the context of an Annual Donor Recognition list or on a Donor Wall, at a given level according to the cumulative value of premiums paid and any other gifts that may have been made. A donor may also benefit from recognition in the planned giving context, for example, a testimonial published in SAIT's newsletter or perhaps as a member of SAIT's Heritage Hall Society. Upon the donor's death, SAIT receives the value of the policy. The donor will be recognized posthumously at a level equal to the value of the policy at death (death benefit), less the value of the premium payments made during the donor's lifetime.
 - c) If during the donor's lifetime, the donor ceases to make premium payments on the policy, recognition will be limited to the premiums paid by the donor while living. The donor will not be entitled to donor recognition posthumously at a level equal to the value of the policy at death. SAIT may choose to surrender the policy for its cash value or choose to continue premium payments. In either case, no other recognition will be accorded the donor beyond the donor's last premium payment.
 - d) In donating a new insurance policy that names SAIT as owner and beneficiary, the donor will receive charitable tax receipts for the full amount of each annual
The official controlled version of this document is held in the Board of Governors Office.

PROCEDURE

premium. Receipts will only be issued upon written notice of premium payment from the donor's life insurance company. Upon the donor's death, SAIT receives the value of the policy.

- e) Donor recognition will equal the value of the premium payments, annually and cumulatively. The same terms as described in Section G.1a) of this procedure apply when a donor ceases to make premium payments. As described above, a donor may also benefit from donor recognition within the planned giving context, during one's lifetime, equal to the premiums paid or posthumously for the value of the policy at death, less the value of the premium payments made during the donor's lifetime.
- f) In either case, the donor will be responsible for payment of all premiums on the policy. In the event that the premiums are not paid, SAIT reserves the right to choose whether to continue the payments or to surrender the policy for its cash value.
- g) Life insurance policies owned by the donor, which name SAIT as beneficiary or secondary beneficiary, are not eligible for an immediate charitable tax receipt. In this instance, the gift is revocable and the designated beneficiary can be changed.
- h) If eventually SAIT is a beneficiary of all or part of the death benefit at the death of the donor, the donor will be recognized posthumously for the value of the death benefit and recognized at the appropriate category/level. A charitable tax receipt will be issued to the estate for the cash value of the gift.

2. Procedures for Gift Acceptance

The following procedures govern the acceptance of a gift of life insurance.

- a) A Memorandum of Understanding confirming the donor's wishes will be prepared for SAIT and donor's signatures.
- b) The administration of a gift of life insurance will involve a senior development officer from Alumni and Development or designate. This representative or designate will:
 - i) Request a copy of the donor's life insurance policy, confirming SAIT's designation as owner and beneficiary;
 - ii) In the case of uncompleted policies, request annual written notices of premium payment from the donor's life insurance company;

The official controlled version of this document is held in the Board of Governors Office.

- iii) When premiums on uncompleted policies remain outstanding, the gift planning professional or designate will recommend to the president and CEO or designate whether to pay the premiums or cash in the policy. SAIT reserves the right to make this determination; and
- iv) Upon receipt of confirmation of the irrevocable transfer of a life insurance policy to SAIT as owner and beneficiary, or receipt of annual confirmation of the policy's paid-up status, SAIT will issue a charitable tax receipt for the appropriate value.

H. Charitable Trusts

1. A trust may be established with cash, securities, real estate or other assets. SAIT may accept two types of irrevocable charitable trust arrangements:
 - a) A remainder trust that pays the donor income from the assets (for example, real estate, securities, cash) for life or for a number of years, and then distributes the principal to SAIT.
 - b) A residual trust whereby an asset (for example, personal residence, work of art, investment property) is donated today, but the donor retains the use of it during his or her lifetime.
2. Both remainder and residual trusts may be eligible for charitable tax receipts based on the present value of the remainder interest. SAIT recommends that donors consult a lawyer or financial advisor before establishing a trust. SAIT retains the right to decline a gift not involving professional counsel.
3. Donor recognition will be equal to receipts issued for present value of remainder interest, or any such other gift to the trust during the lifetime of the donor or trust arrangement. In addition, the name of the donor will be accorded recognition at the appropriate donor category/level based on the full value of the proceeds received from the estate, insurance company or trust at the time of the donor's death or termination of the trust arrangement, less the value of the previously receipted gifts resulting from the gift instrument.
4. Gift Acceptance Procedures

The following procedures govern acceptance of a charitable trust.

- a) A trust may be established with cash, securities or real estate.

The official controlled version of this document is held in the Board of Governors Office.

- b) Gifts of real estate by trust are governed by the procedures outlined in Section H of this procedure.
- c) A sample trust agreement may be provided by SAIT, upon request.
- d) The resulting agreement will be reviewed and remains at the discretion of SAIT's legal counsel.
- e) During the administration of a trust involving SAIT, a senior development officer of Alumni and Development or designate, in consultation with SAIT's legal counsel, shall represent SAIT in dealings with the donor and the donor's representative.
- f) In the instance of a gift of residual interest, the donor shall be responsible for real estate taxes, insurance, utilities and maintenance of the asset after transferring title, unless otherwise agreed by SAIT.
- g) SAIT retains the right to inspect the property from time to time to ensure that its interest is properly safeguarded.
- h) The donor is entitled to a charitable tax receipt for the present value of the gift calculated in current dollars. This valuation is called discounted value, and is determined by actuarial calculations provided by the Canada Revenue Agency.

I. Reinsured Charitable Gift Annuities

1. A gift annuity is an irrevocable transfer of money or other assets to SAIT. A portion of the principal is used to purchase an annuity from an insurance company. The cost of the annuity is based on the donor's age and income requirements. The remainder of the principal is considered an outright gift used for the purpose specified by the donor. The annuity pays the donor a guaranteed income for a specific time or for the remainder of the donor's life. Upon death, SAIT receives any remaining guaranteed income from the annuity, unless the donor has specified otherwise.
2. Individuals who make a contribution towards an annuity shall receive recognition within the annual/cumulative recognition category/level for the greater of the gift portion (approximately 25% to 30% of the original capital) or receiptable portion of the reinsured charitable gift annuity.

The official controlled version of this document is held in the Board of Governors Office.

3. Gift Acceptance Procedures

The following procedures govern acceptance of a charitable gift annuity.

- a) During the administration of an annuity involving SAIT, a senior development officer of Alumni and Development or designate, in consultation with SAIT's legal counsel, shall represent SAIT in dealings with the donor and the donor's representative.
- b) A life insurance company shall be selected, and the terms of the annuity negotiated with SAIT designates.
- c) At the minimum, three quotations from life insurance companies will be sought.

J. Declining a Gift

1. At times, SAIT may choose to decline a gift. Situations that justify such an action include but are not limited to:
 - a) If the gift is not receiptable as per Canada Revenue Agency guidelines and the donor requires a gift receipt.
 - b) There are unusual features to the gift that are contrary to SAIT's objectives, values and goals.
 - c) The gift could not be fairly assessed and processed prior to the calendar year end as per guidelines of Canada Revenue Agency, according to donor interest.
 - d) The gift could financially or morally jeopardize the donor and/or SAIT.
 - e) The gift or terms of the gift are illegal.
 - f) SAIT is unable to honour the terms of the gift.
 - g) An appropriate fair market value cannot be determined, or will result in unwarranted or unmanageable expense to SAIT.
 - h) The gift involves false promises on the part of either party.
 - i) The gift could jeopardize SAIT's charitable status.

The official controlled version of this document is held in the Board of Governors Office.



- j) There are physical and environmental hazards on the part of either party.
 - k) The gift could improperly benefit the individual.
 - l) SAIT cannot use the gift.
2. Alumni and Development, in consultation with the planned recipient school/department, will consult to determine the notification method to the donor. Alumni and Development should keep a record of all declined gifts.

POLICY/PROCEDURE REFERENCE

- ER.3.1 Gift Acceptance policy
- ER.3.1.4 Gift Acceptance – Naming and Renaming Buildings and Facilities procedure

PROCEDURE

The official controlled version of this document is held in the Board of Governors Office.