

## Donation Acceptance and Management Guide

### Preamble

The Quebec Breast Cancer Foundation ("The Foundation") is the only Quebec charity entirely dedicated to the fight against breast cancer through research and innovation, awareness, education and support to people with breast cancer and their families.

More specifically, the Foundation's mission is divided into four pillars of action:

- a) Fund research and innovation;
- b) Advocacy and support;
- c) Generate cutting-edge knowledge and solidarity;
- d) Prevention, education, awareness-raising.

The Foundation is committed to showing compassion, dedication, respect, leadership and integrity to women affected and their families, donors, partners, volunteers and staff.

### Objectives

This document will ensure that donations received are used in accordance with the Foundation's mission and vision. It guides the Foundation's employees and volunteers when receiving a donation, in addition to clarifying the roles, responsibilities and expectations that the Foundation and its donors have towards each other. Ultimately, this document helps to maintain donor confidence in the Foundation and to ensure optimal use of the gift.

### General Policy

- a) The Foundation undertakes to respect all regulations and laws applicable to the charitable sector. In this regard, it undertakes, as far as possible, to keep itself regularly informed of laws and regulations, as well as of any major studies concerning the development and conduct of best practices in philanthropy.
- b) Only individuals specially designated by the Foundation's management are authorized to solicit donations.
- c) The Foundation undertakes to respect the wishes of donors regarding recognition or anonymity with regard to a donation.
- d) Each employee, volunteer or administrator undertakes to respect the confidential data of the Foundation's donors.

- e) The Foundation encourages all donors to discuss their proposed major donation with independent tax or legal advisors so that all donors can benefit from a full explanation of all aspects of the charitable gift in question.
- f) The Foundation undertakes not to sell its donor lists. It will exchange certain information with other non-profit organizations only if the donor has previously provided consent in the online donation form. The only data collected will be the name and address of the donor.

All solicitations of donations made by or on behalf of the Foundation shall:

- be truthful;
  - accurately describe the Foundation's activities;
  - disclose the name of the Foundation;
  - disclose the purpose of fundraising;
  - disclose the Foundation's policy regarding the issuance of tax receipts, including any policy on the minimum amounts for which a receipt will be issued;
  - disclose, upon request, whether a person or entity collecting donations is a volunteer, employee or third party under contract;
- g) The Foundation shall not pay, directly or indirectly, any intermediary fees, commissions or other compensation based on the donation.

## Donor Rights

The Quebec Breast Cancer Foundation recognizes the generosity of its past, present and future donors and firmly believes that each of them deserves respect and recognition.

The Foundation hereby declares that all donors have the following rights:

- Be informed of the Foundation's mission and how it uses the donations it collects;
- Be informed of the identity of the members of the Foundation's Board of Directors and expect them to use judgment and care in the performance of their duties;
- Obtain a copy, upon request, of the Foundation's most recent annual report and financial statements;
- Be assured that its donation will be used according its wishes;
- Receive appropriate acknowledgment and recognition;
- Require that all information concerning he or she remains confidential;
- Expect a high level of professionalism from anyone acting on behalf of the Foundation;
- To know if those soliciting donations are volunteers, employees or a contractual solicitor;
- The Foundation hereby declares that all donors have the following rights:
- Have their name and other personal information removed from the Foundation's various lists, limit the frequency of communications; not be contacted by telephone, nor by any other technological means; not receive printed documents; or, if they so wish, to end communication;
- Feel free to ask any questions he or she deems relevant when making a donation, and to receive a prompt and truthful response.

## Use of donations

The Quebec Breast Cancer Foundation ensures that the funds raised are distributed in support of its mission and used with care.

All earmarked donations will be used for the purposes for which they were intended, as described in the agreement for which they were made.

Donations that are not earmarked will be used to fund research and innovation investment projects or for support and education programs.

The Quebec Breast Cancer Foundation can make bank investments in order to increase the monetary donations received. When it deems it appropriate, the sums of money necessary for the proper functioning of its current operations will be allocated to it. When the fiscal year is over, the Foundation produces its financial statements. These are audited by an independent audit firm and presented at the annual general meeting.

The Foundation is committed to respecting its Investment Policy. Please refer to this policy to learn more about our investment objectives and donation management.

## Types of donations accepted

The types of donations accepted by the Foundation are as follows:

- a) Cash and cash equivalents;
- b) Publicly traded securities (including stocks, mutual funds and bonds): contributions in the form of shares/securities will be recorded at fair market value on the day of the transaction and transfer. The Foundation will proceed with the immediate sale of the securities in order to convert it into cash;
- c) Donations of equipment and real estate: The fair market value will be assessed at the time the property is donated at the donor's expense;
- d) Donation of service: the Foundation accepts, if it deems it useful for its activities, a contribution in service. However, such a donation does not qualify for an official tax receipt;
- e) Testamentary bequests;
- f) Donations of life insurance policies;
- g) Donations of residual interest or charitable remainder trusts: Gifts of property or property while continuing to benefit from that property or property;
- h) Donations of a charitable annuity;
- i) Endowment: a gift of capital of which all or part of the interest is used to finance the activity in question. Endowment funds must be the subject of an agreement duly signed by the donor and the Foundation. The minimum amount required to establish a named endowment fund is \$50,000. Any amount may be allocated to a general endowment fund or to an established named endowment fund. The treatment to be applied to accrued interest on endowment funds is described in the Foundation's investment policy.

## Guidelines on Naming Rights

- Where appropriate, the Foundation may consider naming programs, endowments or funds to recognize significant financial contributions.
- It is the responsibility of the Board of Directors to approve or reject any proposed name. It is also up to the Board of Directors to abandon a name or transfer it.
- The acceptance of a donation accompanied by a proposed name is conditional on the approval of the name by the Board of Directors.
- No name will be approved or retained if it compromises the Foundation's public image.
- The Board of Directors has the power to delegate to staff members a mandate to negotiate the terms of the proposed name. The duration for which a name will remain in force will be negotiated in all cases.
- The Board of Directors reserves the right to determine the physical presentation of the name of a program, endowment or fund.

## Donations Refused

The Foundation is under no obligation to accept a proposed donation. In particular, it may decline donations in the following cases:

- a) A donation contrary to the law or public order;
- b) A donation that could result in any form of unlawful discrimination;
- c) A donation that, in the Foundation's opinion, could compromise its autonomy, integrity or mission;
- d) A donation for which consideration other than appropriate recognition is expected in return for the donor or any other person designated by the donor whether such consideration is monetary in nature or in any other form;
- e) A donation whose terms ensure that the donor retains undue control over the use and management of the donated funds; and
- f) A donation that creates financial or other obligations that are deemed inappropriate or disadvantageous to the Foundation.

## Gift Acceptance Committee

If the Foundation has any questions about the acceptance or value of a donation, it must appeal to the Donation Acceptance Committee as soon as possible. This committee is composed of:

- 1 member of the Board of Directors;
- 1 member of the Audit Committee; and
- the President and CEO.

This committee must submit a report to the board of directors on any donation submitted to it for approval. The Board of Directors is responsible for making the decision to accept or refuse a donation.

The Donation Acceptance Committee must seek the advice of the Foundation's legal counsel with respect to the acceptance of any donation that is not governed by the Policy and for which there is doubt as to whether it should be accepted or declined.

### **Issuance of receipt**

The Foundation will issue an official receipt for donations of \$25 or more that are charitable donations, in accordance with CRA guidelines. Receipts for donations under \$25 will only be issued if requested by the donor.

If there is uncertainty as to whether a contribution is a charitable gift, a decision will be made in accordance with the rules established by the CRA.

The official donation receipt includes, among other things and as the case may be, the registration number given by the CRA, the Internet address of its site, a statement of the value of the donation, the date of the donation and the date the receipt was issued, the name and contact information of the donor, and a sequential number for official registration purposes in accordance with the laws in effect. These receipts are accepted by provincial and federal governments on annual returns made by taxpayers and businesses for non-refundable tax purposes.

Official donation receipts will be issued for the year in which donations are received. In the case of a donation received after December 31, the postmark is considered as the date on which the donation was made. In addition, receipts are issued in the name of the donor only. For a donation by credit card, the receipt is issued in the name of the cardholder and for a donation by cheque, the receipt is issued in the name appearing on the cheque as the account holder.

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*Policy approved by the Board of Directors on November 27, 2018*