



Collingwood Public Library

Policy Type: **Fundraising**

Policy Number: **FR – 02**

Policy Title: **Fundraising Administration** Policy Approval Date: **April 2021**

Policy Review Date: **April 2025**

This policy sets out the requirements for administration of fundraising including the research of prospective donors to Collingwood Public Library, the collection of personal data, gift processing and recognition.

Section 1: Research

1. All research undertaken by the library on current and potential donors will be limited to its funding development process and no other purpose.
2. Research methods will respect the individual's right to privacy and information will be acquired only through publicly available sources. Anecdotal information will be included in a donor file only if it can be corroborated with a public source.

Section 2: Donor Records

1. The library will maintain records of all donations, the contents of which will be protected by current privacy legislation (Municipal Freedom of Information and Protection of Privacy Act).
2. Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the library.

Section 3: Official Receipts for Tax Purposes

1. Receipts will be issued in accordance with the library's charitable status for all monetary contributions.
2. Receipts for tax purposes will be issued for all qualifying non-cash contributions deemed at fair market value. It is the donor's responsibility to provide a written appraisal from a reputable establishment for in-kind donations with fair market value over \$25.00. Gifts in kind with a fair market value of less than \$25.00 need not be accompanied by a professional appraisal; however, the library reserves the right to require an expert opinion on the value of the gift before issuing a receipt.

Section 4: Donor Recognition

1. The library is pleased to recognize all donations and extend thanks to all donors for their generosity. The library will strive to acknowledge all gifts within 48 hours by phone or



email, and issue thank you letters within 10 working days of receipt of donations. An official receipt for tax purposes will accompany each letter.

2. Wherever possible:
 - a. gifts of under \$500 will be personally acknowledged by the CEO; and,
 - b. gifts of over \$500 will be personally acknowledged by the board chair and the CEO.
3. All donations will be listed in library publications, including the website, as appropriate.
4. The library respects a donor's right to make an anonymous gift.

Section 5: Naming Rights

1. From time to time the library will offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The library board has the authority to recognize significant contributions by naming library services or facilities in honour of its benefactors.
2. Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.
3. The library board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

Related Documents:

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm