



Squash Canada Gift Acceptance Policy

Approved by the Squash Canada Board of Directors, August 29, 2018

Introduction

Squash Canada solicits and accepts gifts for purposes that will help the organization further and fulfill its mission. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. The following policies and guidelines govern acceptance of gifts made to Squash Canada for the benefit of any of its operations, programs or services.

Considerations and Restrictions on Gifts

When considering whether to solicit or accept gifts, the organization will consider the following factors:

1. Values—whether the acceptance of the gift compromises any of the core values of Squash Canada.
2. Compatibility—Whether there is compatibility between the intent of the donor and the organization's use of the gift.
3. Public Relationships—whether acceptance of the gift damage the reputation of Squash Canada.
4. Primary Benefit—whether the primary benefit is to Squash Canada, versus the donor.
5. Consistency—is acceptance of the gift consistent with prior practice?
6. Form of Gift—Is the gift offered in a form that Squash Canada can use without incurring substantial expense or difficulty?
7. Effect on Future Giving—Will the gift encourage or discourage future gifts?

Squash Canada will not accept gifts that:

1. would result in violating its corporate charter;
2. would result in Squash Canada losing its status as articles of continuance under the *Canada Not-for-profit Corporations Act*;
3. would risk Squash Canada's status as a Registered Canadian Amateur Athletic Association under the *Income Tax Act*;
4. are too difficult or too expensive to administer in relation to their value;
5. pose a significant conflict of interest that cannot be reasonably mitigated;
6. would result in any unacceptable consequences for Squash Canada; or
7. are for purposes outside Squash Canada's mission.

All decisions to accept or refuse a gift will be made by the Finance & Audit Committee of the Board in consultation with the Executive Director, and who may seek legal counsel as may be appropriate. The primary consideration will be the impact of the gift on the organization.

Gifts Generally Accepted Without Review

1. *Cash*. Cash gifts are acceptable in any form, including by check, money order, credit card, electronic transfer or on-line. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa,

MasterCard), card number, expiration date, security number, and name of the card holder as it appears on the credit card.

2. *Marketable Securities.* Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by Squash Canada's Finance & Audit Committee. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Finance & Audit Committee.
3. *Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans.* Donors are encouraged to make bequests to Squash Canada under their wills, and to name Squash Canada as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
4. *Charitable Remainder Trusts.* Squash Canada will accept designation as a remainder beneficiary of charitable remainder trusts.
5. *Charitable Lead Trusts.* Squash Canada will accept designation as an income beneficiary of charitable lead trusts.

Gifts Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

1. *Tangible Personal Property.* The Finance & Audit Committee shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
2. *Life Insurance.* Squash Canada will accept gifts of life insurance where Squash Canada is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
3. *Real Estate.* All gifts of real estate are subject to review by the Finance & Audit Committee. Prior to acceptance of any gift of real estate other than a personal residence, Squash Canada shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for the organization's purposes? Is the property readily marketable? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?