

PACIFIC OPERA VICTORIA

GENERAL GIFT ACCEPTANCE POLICY AND PROCEDURES

INTRODUCTION

Pacific Opera Victoria is a Canadian registered charity. Approximately 40% of Pacific Opera's operating funds are garnered by the solicitation and acceptance of donations. Donor relations are essential to Pacific Opera's financial stability. This gift acceptance policy is designed to preserve, enhance and protect Pacific Opera's relationships with its important philanthropic partners. The policy ensures donors are treated equally and that acceptable gifts are defined. This policy applies to all donations received by Pacific Opera. The Board of Directors has the final decision on the acceptance of all gifts.

POLICY AND PROCEDURES

Pacific Opera will advise donors to work with their professional advisors for more complex gift arrangements. It is the donor's responsibility to get independent professional counsel for gifts made to Pacific Opera. When deemed necessary by the CEO, Pacific Opera will obtain legal or financial advice before accepting a gift.

The Board, staff, and volunteers at Pacific Opera are encouraged to identify prospective donors and assist in soliciting gifts. However, before solicitation occurs or a gift is accepted on behalf of Pacific Opera, the solicitor will contact the development office to ensure appropriate coordination of efforts with each donor. All restricted and unrestricted gifts received by Pacific Opera will be put to immediate use or invested according to guidelines set by the Board of Directors or by a Board-approved investment policy.

Pacific Opera accepts unrestricted gifts and gifts restricted for specific programs and purposes, provided that such gifts are consistent with Pacific Opera's mission and priorities. Pacific Opera will not accept gifts that are excessively restrictive in their purpose, including those that are too difficult and/or costly to administer or those whose purposes fall outside of Pacific Opera's mission. The Board of Directors will have the final decision on whether to accept restrictive gifts brought to their attention by the CEO.

Where a donor wishes to specify that their donation or bequest be used for a specific purpose, a gift agreement will be created which, if appropriate, will allow the Board of Directors to re-evaluate the restriction if the donor's fund is still in existence after a certain stated number of years. If the original program or purpose to which the gift was restricted is no longer relevant, the gift agreement will empower the Board of Directors to re-designate the donation for a similar program.

Pacific Opera accepts gifts made in honour of or in memory of anyone the donor may wish to designate. The donor will supply Pacific Opera with the name of the person honoured or memorialized when the gift is made. At the donor's request, notification of the donation will be sent to a third party but the gift amount will not be disclosed unless the donor requests that the amount be stated in the notification.

Gifts made by a donor on behalf of another individual are credited to the actual donor's record, and tax receipts are always issued to the person who made the gift. The individual on whose behalf the gift is made will receive appropriate recognition as a tributee.

DONATIONS TO MAJOR GIFT CAMPAIGNS

Any unrestricted net revenue at the end of each fiscal year during a campaign period may be allocated to the campaign goal at the discretion of the Board of Directors.

Bequests received during a campaign pledge period will be allocated to the campaign goal at the discretion of the Board of Directors, unless clear intention is shown that a bequest is to be used for a specific purpose.

Campaign pledges must be documented. All campaign pledges are payable on a schedule established by the donor with Pacific Opera, but will not exceed a three-year payout period unless prior written approval has been granted by the CEO. Staff will draft gift agreements with the donors for all pledged gifts. Pledge reminders will be sent annually by Pacific Opera staff, and all gifts will be processed by staff according to Canada Revenue Agency regulations.

DONOR PRIVACY, CONFIDENTIALITY, AND RECOGNITION

Donors will be recognized for their gifts according to Pacific Opera Victoria's Donor Recognition Guidelines, which may include acknowledging their generosity in published lists of donors at various giving levels. However, Pacific Opera will respect the wishes of any donors who wish to remain anonymous and not be included in published lists of donors. A check box offering anonymity will be provided by Pacific Opera on all donor response forms. At the time of the gift or at any time thereafter, donors may inform Pacific Opera if they wish any or all of their charitable donations to be considered anonymous.

Except for published donor lists, as outlined above, Pacific Opera keeps all information concerning donors or prospective donors, including their names, the names of their beneficiaries, the amount of their gifts, size of the estate, or any other information for which there is a reasonable expectation of privacy and/or confidentiality, strictly confidential unless permission is obtained from the donor to release such information. Only authorized Pacific Opera staff and authorized members of the Board are permitted to view donor files. In accordance with Pacific Opera's Privacy Policy, donors are welcome to request and receive a copy of their records.

Pacific Opera Victoria does not sell or share its donor and mailing lists with other organizations. Donors and prospective donors may opt out of Pacific Opera fundraising mailings, telephone calls, letters, e-mails, personal visits or other methods of communication by contacting the Pacific Opera office or, in the case of emails, using the unsubscribe link at the bottom of Pacific Opera's Enews communications.