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# FUNDRAISING - ADMINISTRATION

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**Policy Type:** Fundraising

**Policy Number:** FR02

**Reviewed:** March 6, 2025

## 1.0 Overview

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

## 2.0 Research

All research undertaken by the Library on current and potential donors will be limited to its funding development process and for no other purpose.

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.

## 3.0 Donor Records

The Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (Reference A) and in accordance with the *Donor Bill of Rights* (WSPL Policy FR01).

Donors' names and contact information will not be sold, leased, rented, or shared in any way with parties outside the Library.

## 4.0 Official Tax Receipts

Official tax receipts will be issued in accordance with the Library's charitable status for all monetary contributions. Official tax receipts will be issued for monetary amounts exceeding twenty-five (\$25) dollars.

Official tax receipts will be issued for all qualifying non-cash contributions deemed at fair market value in accordance with *Canada Revenue Agency Regulations*. It is the donor's responsibility to provide a proof of fair market value in accordance with *Canada Revenue Agency Regulations*.

Official tax receipts for gifts of service, such as accounting or legal opinions, cannot be issued under the *Income Tax Act* because no property is transferred. If a donor wishes to offer a gift of service by charging the Library a fee and donating the proceeds back to the Library, then a receipt for the outright gift will be issued. The payment of the service invoice cannot be contractually linked to the subsequent outright gift; it must be the donor's choice.

## 5.0 Donor Recognition

The Library will acknowledge all donations with a thank you letter. An official tax receipt, if the donation is eligible, will accompany each letter.

## 6.0 Naming Rights

The Stouffville Library has authority over the naming of its branches, satellite locations, rooms, programs, and collections, including the establishment of associated terms and conditions.

From time to time, the Library may offer the opportunity for significant philanthropic investment in the Library infrastructure to ensure the sustainability of excellent Library service in the community. The Board has the authority to recognize significant contributions by naming Library services or spaces in honour of its benefactors.

Naming opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangements for payment.

The 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.

## 7.0 References

- A. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- B. Association of Fundraising Professionals, *The Donor Bill of Rights*, <https://afpglobal.org/>

## 8.0 Related Policies

- FR 01 – General Gift Acceptance Policy
- FR 03 – Partnerships & Sponsorships
- OP 01 – Confidentiality & Protection of Privacy