

# Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in not-for-profit organizations and causes they are asked to support, we believe that all donors have the following rights:

- To be informed of the Foundation's mission, of the way the Foundation intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Foundation's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the Foundation's most recent financial statements and annual report.
- To be assured their gifts will be used for the purposes for which they were given.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law and to have the right to see their donor record and to challenge its accuracy.
- To receive appropriate acknowledgement and recognition and, if requested by the donor, to remain anonymous.
- To expect that all relationships with individuals representing the Foundation will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the Foundation or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that the Foundation may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
- To receive an official receipt for income tax purposes within 30 days for the amount of the donation and for non-monetary eligible gifts (or gifts-in-kind) to receive an official receipt that reflects the fair market value of the gift.
- To receive, upon request, the Foundation's registration number as assigned by Revenue Canada, any information contained in the public portion of the Foundation's most recent Foundation Information Return as submitted to Revenue Canada and a copy of the Donors' Rights Policy.
- To be encouraged to seek independent advice if the Foundation has any reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income, or relationship with other family members.
- To receive a timely response from either a designated staff member or volunteer to a complaint by a donor or prospective donor about any matter that is addressed in this Donor's Rights Policy. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to the Foundation's governing board or its designate, and will be advised in writing of the disposition of the appeal.



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