



Medicine Hat College Procedure GIFTS IN KIND

Procedure #: PR-CA-02-02
Procedure Authority: Executive Director, Advancement and Community Relations
Executive Sponsor: President and CEO
Approved by: President and CEO
Effective Date: October 11, 2023

1. PURPOSE

This procedure outlines the process to be followed when receiving gifts in kind.

2. SUPPORTING

CA-02 Donations and Fund Development (the **Policy**)

3. DEFINITIONS

All terms used throughout this procedure that are not otherwise defined herein shall have the meanings ascribed to as such under the Policy.

- **Gifts in Kind:** donations of capital items or equipment to the college including artwork.

4. PROCEDURE

4.1 While these are a desirable form of gaining support for institutional goals, the acceptance of gifts in kind must be evaluated carefully to ensure their legitimate value to the college and to ensure the gift does not represent undue liability to the college.

Step	Action	Responsibility
1.	Discuss giving intentions with donor and/or donor representative and determine whether a tax receipt will be requested.	Community Engagement
2.	Determine if an appraisal is required. Refer to Section 5.18 in policy. Forward appraisal to Finance.	Community Engagement
3.	For gifts that require significant and ongoing stewardship, confirm with the relevant vice-president to: (a) ensure that the potential gift meets a legitimate need of the college. (b) consider the costs of attaining and utilizing the	Community Engagement Relevant Department

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	proposed gift. This must include shipping, installation, maintenance, insurance, the cost for appraisal, if required, and any ongoing costs. (c) identify the cost centre to which expenses will be assigned.	
4.	Establish a gift agreement between Medicine Hat College and the donor.	Community Engagement
5.	Receive gift based on agreement.	Community Engagement

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Kevin Shufflebotham
President and CEO
Date: October 11, 2023

DOCUMENT HISTORY

October 2023 Procedure Approved