



Gift Policy

Original Version Approved: March 2010 Current Version Approved: June 2024 Date of Next Review: June 2028	Policy No. 05-2 Pages: 4
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1. OBJECTIVE

1.1. This CC Policy establishes the process upon which Cycling Canada (CC) may accept Gifts.

2. FIELD OF APPLICATION

2.1. This CC Policy shall apply to all Gifts accepted by CC.

3. DEFINITIONS

3.1. Gift – a voluntary transfer of property with no advantage received in return.

4. PRINCIPLES

4.1. As a Registered Canadian Amateur Athletic Association (RCAAA), CC has the right to issue tax receipts to individuals, corporations and others who make Gifts to the organization.

4.2. CC shall always comply with Canada Revenue Agency (CRA) rules.

4.3. CC shall always retain the exclusive right to decide the disposition of all Gifts, acknowledging that CC shall uphold the rights of donors as in Appendix 1.

5. POLICY STATEMENT

5.1. CC is committed to following a consistent process for receiving and distributing Gifts, to valuing the generosity of donors, and to adherence to applicable CRA rules.

6. PROVISIONS

6.1. Gifting Procedure

6.1.1. An individual or corporation wishing to make a Gift to CC may complete Form 1, which conveys the information that will enable CC to issue a receipt to the donor for income tax purposes. Alternately, donors may use CC's secure e-commerce platform to transfer Gifts and receive income tax receipts.

6.1.2. CC may consider, but shall be under no obligation to honour donors' requests to direct Gifts toward programs or activities, while respecting the rights of donors as in Appendix 1.

6.1.3. CC will issue to the donor a receipt for income tax purposes for the eligible amount of the Gift (please see the Note below), and a letter of thanks. Receipts will be issued within thirty (30) days after receiving a Gift of \$25.00 or more through the mail and/or bank transfer. Receipts will be issued immediately after receiving a Gift of \$25.00 or more through an e-commerce platform.

NOTE: In accordance with CRA rules, when CC provides a donor with something of value in return for a Gift, the amount of the receipt that is issued for income tax purposes will be reduced accordingly. For example: a donor gives \$1,000 to CC, and in gratitude CC gives the donor a national team jersey valued at \$150; CC will issue a receipt for income tax purposes for \$850, which is the eligible amount of the Gift.

7. REVIEW AND APPROVAL

7.1. Original policy development lead: Denise Ramsden, Matthew Jeffries, Mathieu Boucher, Lara Check, Vanessa Desjardins, Louizandre Dauphin,

7.2. Current policy development lead: Denise Ramsden, Matthew Jeffries, Mathieu Boucher, Lara Check, Vanessa Desjardins, Louizandre Dauphin,

FORM 1 - CYCLING CANADA – DONOR INFORMATION

Cycling Canada Cyclisme
307A Gilmour Street
Ottawa, ON
Canada K2P 0P7

Attention: Director of Operations

I would like to donate to Cycling Canada to assist with its efforts to promote the sport of cycling in Canada.

1. I have enclosed a cheque made payable to the Canadian Cycling Association in the amount of \$.

2. I would like a receipt for income tax purpose

Yes (Note: receipts will be issued only for donations of \$25.00 or more)

No

be used to support the following program: _____

OR be used to support the program, project or activity with the greatest need.

I understand that Cycling Canada will do its best to fulfill my expressed wish regarding its use of my donation. I acknowledge, however, that Cycling Canada must, in accordance with Canada Revenue Agency (CRA) rules, retain sole and final discretion in its use. I acknowledge, also, that Cycling Canada will issue a tax receipt in accordance with guidelines in place at the time of issue, and that Cycling Canada accepts no responsibility for CRA rulings in respect of donations and eligible amount of gifts.

Donor	
Signature :	
Print Name:	
Date:	

Donor Complete Mailing address	
Street:	

City:	
Province:	
Zip Code :	

APPENDIX 1 - 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 public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use Gifts effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the organization's board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent audited financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their Gift is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking Gifts are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when donating and to receive prompt, truthful and forthright answers.