

MANAGEMENT GUIDELINES FOR

MG-OP-20

DONOR RECOGNITION

COMMITTEE:	Strategic Leadership Team	PASSED:	July 13, 2006
TOPIC:	Resource Development	AMENDED:	23 June 2016
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

All donors are recognized as follows:

- Gifts are receipted in accordance with Canada Revenue Agency (CRA) guidelines.
- Each donor receives a personalized thank you letter with the tax receipt. Every reasonable effort will be made to send these out within one week of receipt of the gift.
- All gifts of \$250 or more are also be acknowledged with a personal phone call and, with the consent of the donor, the donor's name will be published and remain on the Library's website for one year.
- Donor recognition displays in the Library will acknowledge significant contributions in the following categories:

AMOUNT	CATEGORY NAME
\$1,000 +	Bronze or Donor
\$5,000 +	Silver or Contributor
\$10,000 +	Gold or Supporter
\$25,000 +	Platinum or Benefactor
\$50,000 +	Diamond or Champion

- Pledges may be recognized for the full amount at the time of the pledge.
- Estate gifts may be acknowledged at the time of the receipt of the bequest and may also be noted as "the estate of..."
- The Library will seek permission from donors to have their gifts recognized in the Library's published materials such as newsletters and annual reports.
- Gift recognition by means of standard bookplates designed by the Library will be placed in printed books purchased with funds designated for collection development or as memorial gifts.
- The Library may consider individual plaques for substantial donations at the discretion of the Director of Library Services.