



GIFT ACCEPTANCE POLICY

SCOPE

This policy applies to donations and sponsor contributions received through all fundraising activities of the Shine Foundation (Shine), including general donations, annual giving, planned gifts, special fund raising initiatives, and campaigns.

GIFT ELIGIBILITY

The following gifts are deemed eligible for acceptance by Shine:

- Cash
- Charitable gift annuities
- Life insurance
- Retirement funds
- Publicly traded securities
- Charitable remainder trusts and residual interest gifts
- Gifts of property (in-kind)
- Gifts of cryptocurrency

CASH

Shine accepts cash, credit card payments, direct debit payments, and cheques or money orders made payable to the “Shine Foundation”. Postdated cheques are accepted.

CHARITABLE BEQUESTS

Bequests made to Shine may qualify as a charitable gift if the terms and conditions of the bequest are acceptable under Shine’s gift acceptance policies. Official receipts will be issued to the estate of the deceased.

Shine requires a copy of documents naming Shine as a beneficiary for our files, prior to a tax receipt being issued.



CHARITABLE GIFT ANNUITIES

Shine will consider charitable gift annuities on a case-by-case basis. The tax receiptable amount will be determined according to Canada Revenue Agency (CRA) guidelines.

LIFE INSURANCE POLICIES

Shine will accept a life insurance policy as a gift if it is named as beneficiary or is both the irrevocable owner and beneficiary. The tax receiptable amount will be determined according to CRA guidelines.

Any premiums due are the responsibility of the donor. If the insurance policy lapses for non-payment prior to maturity because a donor fails to provide for premium payments, Shine may:

- continue to pay the premiums,
- convert the policy to paid up insurance, or
- surrender the policy for its current cash value. When a life insurance policy is absolutely assigned to Shine, any consent that is required by provincial regulations to change a beneficiary must be signed before the transfer represents a valid charitable donation.

RETIREMENT FUNDS

Shine will accept the proceeds of a retirement fund as a gift if it is named as beneficiary. The tax receiptable amount will be determined according to CRA guidelines.

PUBLICLY TRADED SECURITIES

As a general rule, Shine will only accept gifts of securities that are publicly traded stocks and bonds. The value and the tax receiptable amount of such a donation are determined as of the closing price on the day the securities are received by Shine.

All stocks and securities Shine receives from donors will be sold upon completion of the stock transfer without exception.



CHARITABLE REMAINDER TRUSTS AND RESIDUAL INTEREST GIFTS

Shine will accept a charitable remainder trust as a gift if it is named as capital beneficiary. The tax receiptable amount will be determined according to CRA guidelines.

GIFTS OF PROPERTY (IN-KIND)

All proposals for gifts of property to Shine shall be reviewed by the President and CEO in conjunction with the Director of Operations and legal counsel as necessary. Gifts of property will be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the use of the gift.

Gifts of property valued at or over \$1,000 given to Shine with the intent of the donor to receive a tax receipt must receive an independent external appraisal. Gifts of property valued at or over \$10,000 given to Shine with the intent of the donor to receive a tax receipt must receive up to three independent external appraisals, with the lowest value taken to determine the receiptable amount.

Gifts of property valued at less than \$1,000 (i.e. tickets, merchandise, office supplies, etc.) will be accepted only if the gift in question can be properly utilized by Shine, and if the efforts required to facilitate the gift do not place a significant drain on Shine resources.

PRINCIPLE

As a matter of principle, we engage in the following practices:

1. Shine will not accept gifts that are not recognized by the CRA or violate federal, provincial, or municipal laws.
2. Shine will not accept gifts, enter into partnerships, or accept support that will compromise its commitment to its mission and essential values as articulated in Shine's guiding principles below.
3. Shine's values protect its integrity, autonomy, and funding freedom, and does not accept gifts when a condition of such acceptance would compromise these fundamental principles.
4. Shine reserves the right to accept or decline any gift. The final decision to decline a gift rest with the Board of Directors.



5. Ownership of all gifts directed to Shine vests in Shine, whether said gifts are for the benefit of Shine generally or for some specific purpose in it.
6. Gifts acquired from licensed and legal alcohol, cannabis, and gaming sectors are acceptable to Shine.
7. Gifts that result from or could result from illegal activity are not acceptable (i.e., monies offered by motorcycle organizations).
8. Shine encourages donors to seek independent advice if the proposed gift is a planned gift and/or Shine has reason to believe that the proposed gift might significantly affect the donor's financial position with other family members.
9. Shine's Gift Acceptance Policy shall be reviewed annually.

PROCEDURES

We are committed to the following procedures in accepting donations:

1. Designated gifts will be used for the purposes for which they are provided.
2. Undesignated gifts will be used for the most needed initiatives as determined by the President and CEO in conjunction with the Board of Directors.
3. Accountability to donors must be of the highest caliber, through appropriate acknowledgement, and accurate and timely reporting by the relevant Shine staff. Where appropriate, gift agreements will be recorded between donors and Shine and these will be adhered to by Shine.
4. All donations will be recorded and receipted in accordance with the rules and regulations set out by the CRA. Shine will issue an official receipt for donations of \$20 or more that qualify as charitable gifts, in accordance with CRA guidelines. Receipts for donations of less than \$20 will be issued only when requested by the donor. If, following internal consultations, uncertainty remains as to whether a donation qualifies as a charitable gift, a ruling may be sought from Shine's legal counsel, auditor, and/or the CRA.
5. Anonymity will be granted to any donor who makes this request.

GIFTS OF CRYPTOCURRENCY

Shine will accept donations of cash originating from cryptocurrency. As Shine is not yet equipped to receive donations of cryptocurrency directly, donors are required to first convert their cryptocurrency into Canadian dollars, which can then be donated to Shine as indicated above.



VALUES AND GUIDING PRINCIPLES

The Shine Foundation employs integrity, compassion, and respect in everything we do, while having the courage and commitment to achieve our goals.

For questions related to Shine's Gift Acceptance Policy, please contact:

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