

### 3.1.1 Donations and Gifts

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1. The Board of Directors may donate or gift to individuals or organizations for the purpose of promoting goodwill by:
  - 1.1. Supporting events and/or initiatives within the BCIT community,
  - 1.2. Gifting,
  - 1.3. Funding scholarships,
  - 1.4. Offering other forms of goodwill within the BCIT community, and
  - 1.5. Making charitable and other donations.
  
2. Events and/or Initiatives within the BCIT Community
  - 2.1. In order to foster a sense of community among faculty and staff at BCIT, the FSA may make donations to events and/or initiatives within the BCIT Community - such as the BCIT Social Committee and BCIT Pride Committee - open to BCITFSA members to a cumulative maximum of \$2,500 per year.
    - 2.1.1. In order to receive funding, an eligible BCIT committee/group must apply in writing to the main FSA email address. This application will include:
      - 2.1.1.1. A brief description of the event(s) or initiatives that the committee/group is proposing;
      - 2.1.1.2. A rationale for how it will foster a sense of community, promote the goodwill, and promote the FSA's values; and
      - 2.1.1.3. A budget for the proposed event(s) or initiative.
    - 2.1.2. The Board of Directors delegates the President to approve an application for funding prior to any transfer of funds. In evaluating an application, the President will consider:
      - 2.1.2.1. The completeness of the application;
      - 2.1.2.2. Whether the event fits with the FSA's values;
      - 2.1.2.3. Whether the committee/group has received previous funding and if so, whether the required report described in 1.6.4 was received and what it contained;

- 2.1.2.4. The perceived cost-benefit ratio of the request and the impact of the application on the overall budget for such funding; and
- 2.1.2.5. The scope and impact of the proposal and in general, the President will preference proposals that either have open invitations to all BCIT faculty and staff or those that bring together individuals from multiple groups such as departments, schools, BCIT employee unions, and others.
- 2.1.3. Any materials or communications about the event/initiative must mention the FSA's contribution and/or include the FSA logo where appropriate.
- 2.1.4. After the event/initiative, the BCIT committee/group must submit a short written report detailing how the funds were spent and the outcome of the event/initiative. If no such report is received, that committee/group will not be eligible for future donations until a report is provided.

### 3. Gifts

- 3.1. For the purpose of building community within the FSA and its office, the Executive Director and the President are the delegated authorities to expend up to \$200 per gift per fiscal year to a cumulative maximum equivalent to the annual allocation in the operating budget for gifting for:
  - 3.1.1. Expressions of appreciation for special or significant services rendered to the Association
  - 3.1.2. Acknowledging significant events or achievements in the lives of persons who have made recent and significant contributions to the FSA.
- 3.2. In recognition of the services rendered by members retiring from the Board of Directors the Executive Director shall be delegated authority to expend up to \$100 per year of service, and \$200 per year in the Presidency, for the purchase of a suitable gift.
- 3.3. In recognition of the services rendered by representatives from BCIT Indigenous Initiatives & Partnerships at FSA meetings and events, the Executive Director is delegated authority to expend up to \$500 per year for donations or donations in kind to support Indigenous Initiatives & Partnership's cultural programs and student support.
- 3.4. For the purpose of provincial government relations, the Executive Director and the President are the delegated authorities to gift FSA branded collateral to provincial government officials, both staff and elected. Per the BC Lobbyists Transparency Act, the FSA must track and report this gifting and it must adhere to limits in the Act.

#### 4. Scholarships

4.1. The Association shall make an annual donation, amounting to \$8,000, towards scholarships and bursaries at BCIT as follows:

4.1.1. Five scholarships in the Association's name of \$1,000 in each of the following Schools:

- Business + Media
- Computing and Academic Studies
- Construction and the Environment
- Health Sciences
- Energy

4.1.2. One scholarship in the Association's name of \$1,000 in a technology department other than those in which a student received an award in 1.4.1.1.

4.1.3. A \$2000 contribution to the BCIT Faculty and Staff Association Bursary Endowment in Honour of Elinor Hudon and Jennifer Orum.

#### 5. Goodwill within the BCIT Community

5.1. The FSA may make one or more donations to an aggregate maximum of \$2,000 per year for the purpose of promoting the goodwill within the BCIT community. Such donations will comply with priorities specified by the Board of Directors at the beginning of each fiscal year. Donations will be made throughout the year on a case-by-case basis at the discretion of the President. The President will keep the Board of Directors apprised of all such donations and the rationale for granting them.

#### 6. Charitable and Other Donations

6.1. All requests for donations except as outlined above must be reviewed by the President. If the President believes that a request fits with the strategic goals and the values of the Association, then they will bring it to the Board of Directors for approval. Except where a compelling case can be made that the donation forwards those goals and values, the FSA will not make donations to charities, organizations, campaigns, projects, or non-Association activities except as outlined above.

Revision History

<b>Date</b>	<b>Revision (Brief description)</b>
October 20, 2021	Stage 3 – for approval by the board
April 16, 2021	Revised to include of practice of President in addition to the ED having authority for Expressions of Appreciation spend; increased spending limits to reflect current revenue and operations; edits to donations to BCIT community events to reflect practice.
April 18, 2018	Revised to change social event donation funding
May 20, 2015	Minor housekeeping changes
January 19, 2011	Clarifications and update approved by executive
October 17, 2007	Revised
December 10, 2003	Revised
February 12, 2003	Revised
November 3, 2002	Revised
October 24, 2001	Revised
August 30, 2000	Revised
September 10, 1997	Revised
February 22, 1994	Original Approval