

**Approval Authority:** President's Office

**Last Approved:** April 19, 2021

**Administrative Responsibility:** Human Resources

**Next Review:** 2024-2025

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## **POLICY**

As an Indigenous organization, we place value on the act of giving. Gifts and donations show appreciation and acknowledgement and ways to support each other during challenging and difficult times. This policy outlines the guidelines for donations and gifts to faculty, staff, students, volunteers and others outside of NVIT.

### **Policy Statement**

A gift can be monetary or tangible and is given to someone without the expectation of payment or return. Examples of gifts include: Flowers for illness, hospitalization, and bereavement, as well as host/hostess gifts, alumni gifts, employee retirement, and gifts to donors.

Gifts in recognition of employee work-related achievement or years of service are given through official recognition programs authorized by the Human Resources Department.

### **Permissible Gifts**

- Illness/hospitalization of an employee or student requiring hospitalization. Death of an employee's immediate family member. The spending guidelines for this gift is \$100.
- The death of an Elder or an employee. Memorial gifts made on behalf of an employee may include flowers, food, or a gift card for a grocery store. In such cases, NVIT should be acknowledged as the sender, e.g., "from your NVIT family." The spending guidelines for this gift is \$350.00. Upon approval of the Elders Council and the President, the individual's name may also be placed in the NVIT Elder's Memorial Garden.
- In the case of a donation to a charity, at the request of the family, the notation should indicate the donation is from NVIT. The spending guideline for a memorial donation is \$100.
- Thank you gifts for volunteers. Include the name of the volunteer and the service the volunteer provided in the payment details.
- Cultural gifts and recognition such as a medicine pouch, tobacco, smudge kit, etc are permissible and should be given out following proper protocols and when appropriate.
- Recognition of a long-term employee leaving a department or retiring from NVIT. The spending guidelines for this gift is \$10.00 for every year of service. Such gifts should not exceed \$400. For employees leaving a department with less than 10 years of service, it is strongly suggested that the gift come from the NVIT bookstore.

### **Gifts Not Permitted**

- Gift cards/certificates, of any value, to NVIT employees, students, researchers, temporary employees or contractors currently under contract, without the express approval of the NVIT president.
- Holiday gifts for faculty, staff, students and volunteers purchased with NVIT funds. These purchases will normally be college-wide through Human Resources.
- Gifts to an individual for personal reasons other than illness/hospitalization/ bereavement such as: Administrative Assistant Day, birthday, wedding, baby shower, housewarming, promotion, etc. These gifts are never permitted and are considered a personal expense.

### **Donations**

- When payments are made to charitable organizations, the request must include documentation explaining the nature of the donation, the relationship to NVIT, and a copy of the organization's charitable status documentation. With the exception of a memorial gift to a charity that complies with spending guidelines, donations must be approved by the President.

### **PROCEDURES**

- Gifts and memorial gifts are normally purchased using an NVIT credit card or a supplier invoice, or in the case of a memorial gift (such as flowers), the purchaser may be reimbursed using an expense report
- Memorial donations (such as a donation to the Canadian Cancer Society) must be made using the NVIT credit card. Employees may not make a memorial donation and subsequently seek reimbursement.

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