

**Donor Recognition**

Policy Number: F-3.08  
Category: Finance  
Effective Date: January 14, 2022  
Approval Process: Administrative Policies  
Approval Date: January 14, 2022  
Date Last Reviewed: October 15, 2015

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**POLICY**

Northern Lights College is proud of the strong and longstanding relationships that has been established with companies, groups and individuals within the region served by the College. Without donor support of programs and student awards, the College and the NLC Foundation would not be able to provide the level of services they do to members of the College community.

NLC and the NLC Foundation are pleased to be able to recognize the support provided by donors to the College. This recognition occurs on an individual basis for one-off donations, and/or cumulatively for long-time supporters who have donated more than once to NLC or the NLC Foundation.

**PURPOSE**

To provide recognition to donors of Northern Lights College.

**SCOPE**

Donors to Northern Lights College.

**PROCEDURE****Donor Recognition Wall:**

Northern Lights College offers recognition to its donors through the inclusion of the donor's name on the Northern Lights College Foundation donor wall in accordance with the Northern Lights College Foundation Donor Recognition Policy.

**One-Time Donations:**

Individual, one-time donations to Northern Lights College will be classified based on the actual cash amount of the donation, or the official estimated value when the donation is a product/equipment or in-kind.

**All donors receive:**

- An official receipt for income tax purposes
- A letter of appreciation from the NLC President and CEO Each donation will be forwarded to the Northern Lights College Foundation for information to be included in the donation level and recognized as per the NLC Foundation Donor Recognition Policy.
- If donating to a building will request naming recognition of rooms or common areas as per the Ministry of Technology, Innovation and Citizen's Services Naming Privileges Policy

[http://www.cio.gov.bc.ca/cio/intellectualproperty/naming\\_privileges\\_policy.page](http://www.cio.gov.bc.ca/cio/intellectualproperty/naming_privileges_policy.page)

- Submission of official request and a recommendation, to the Intellectual Property Program of the Ministry of Technology, Innovation and Citizens' Services with regard to (re)naming an appropriate College facility in recognition of the donor **(please note that any official decision with regard to building naming can only be approved by the Province of British Columbia).**

[http://www.cio.gov.bc.ca/cio/intellectualproperty/naming\\_privileges\\_policy.page](http://www.cio.gov.bc.ca/cio/intellectualproperty/naming_privileges_policy.page)

**STAKEHOLDERS**

Northern Lights College Foundation, Ministry of Technology, Innovation and Citizen's Services Naming Privileges Policy, donors

**RELATED POLICIES AND REFERENCES**

F-3.03 Charitable Donations to Northern Lights College

[http://www.cio.gov.bc.ca/cio/intellectualproperty/naming\\_privileges\\_policy.page](http://www.cio.gov.bc.ca/cio/intellectualproperty/naming_privileges_policy.page)

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**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	June 2011		
Revised	May 2015	VP, Finance & Corp. Services	Administration Committee
Revised	September 2015	VP, Finance & Corp. Services	College Policy Committee
Revised	January 14, 2022	VP, Finance and Corp. Services	College Policy Committee

**Next Scheduled Review Date**

January 2027

