

Donation Acceptance Policy (Appendix A)

Acceptance of Honourary and Memorial Donations

Office of Administrative Responsibility:	Office of Advancement
Approver:	Vice-President (Advancement)

The University recognizes that members of the University community, including faculty, students, staff, parents and alumni, may wish to commemorate a member of the University community, or member of the public with a strong association with the University by establishing a memorial.

In accordance with the University of Alberta's *Donation Acceptance Policy*, the University welcomes honourary or memorial donations made in acknowledgment of individuals. The University will make a reasonable effort to accept charitable donations that provide support for programs and initiatives while providing lasting recognition of a person's life and accomplishments.

This appendix provides advice to staff, students and the University community for establishing a memorial, the types of memorials, and who in the University can assist. It also establishes a framework for a coordinated approach to establishing memorials at the University of Alberta:

- The University is committed to ongoing knowledge creation and strongly encourages memorials that support scholarship, teaching, learning and research. Therefore, memorials in the form of donations that support teaching and learning, and/or research are preferred. For example, this may include donations to provide a scholarship to support a student, a prize for a high achieving student; or to support the salary of a professorial chair or to purchase equipment for teaching or research.
- The Office of Advancement will provide assistance and advice regarding individual or group donations; or establishing a memorial endowment for the purposes of providing a scholarship or prize. The type of assistance that the Office of Advancement is able to provide will vary depending on the needs and wishes of the staff, students or families.
- Commemorative monetary (cash) donations can also be made to support the purchase of items for the university within the university's strategic priorities (e.g., University Libraries; University Museums). In-kind donations such as works of art or books will be considered in accordance with the University's *Donation Acceptance Policy* and the *Museums and Collections Policy*.
- Memorial donations in the form of tree and bench dedications may be made to support the University of Alberta's Campus Beautification Project. The Office of Advancement can provide information and assistance for individuals interested in these special gifts.
- The University of Alberta does not accept tangible honourary or memorial donations, such as statues, plaques, and other items intended for public display, that are outside of the University's *Museums and Collections Policy*.
- The University does not consent to the spreading of ashes on University property.
- This appendix does not apply to bequests to the Anatomical Gifts Program.

DEFINITIONS

These term(s) and definition(s) apply to this procedure with no implied or intended institution-wide use.

Donation	May take the form of an “expendable gift” or an “endowment donation”.
Expendable Gift	A donation made through a voluntary and irrevocable transfer of property by a donor, to the University, to be available for immediate expenditure by the University, in return for which no valuable benefit flows to the donor.
Donation to Endowments	A donation where the University receives property from the donor to hold, as trustee, in a charitable purpose trust and spending allocations are generated for use in support of the purpose or object of the endowment. Donations can augment existing endowments or create
Tangible donation	A donation of a physical object such as commissioned art, statues, plaques and other items intended for public display.
Honourary donation	A donation made to recognize an individual.
Memorial donation	A donation made to recognize an individual who is deceased.

FORMS

Following link(s) take reader to forms referred to in procedure. Please contact the procedure’s Office of Administrative Responsibility (see header) if links or form downloads fail to perform as intended.

RELATED LINKS

Should link(s) fail, please contact the procedure’s Office of Administrative Responsibility (see header).

[University of Alberta Donation Acceptance Policy](#)

[Museums and Collections Policy](#)

[Naming Policy](#)

[Death of a Member of the University Community – University Response Procedure](#)

[Death of a Student – University Response Procedure](#)

[Anatomical Gifts Program](#)