

Canadian Women's Foundation

Stock Donation Acceptance Policy and Guideline

Introduction

This document applies to the receipt of stock donation through all fund raising activities of the Foundation, including: general donation, annual giving; planned gifts; special fund raising initiatives; and campaigns.

This guideline may be altered from time-to-time in accordance with changes in income tax legislation, CRA policy and/or guidelines related to charitable giving, or Foundation policy.

Acceptance of Shares

CWF shall at all times reserve the right to accept or decline a donation of shares. As a general rule, the Foundation will only accept gifts of publicly traded stocks. **The value of such a donation is determined by the value of trading on the date of receipt of donation.**

Tax Advice

CWF will only provide reference on tax benefits. For specific tax advice on stock donations, donors should consult their advisors on the rules governing deductibility of these gifts.

Stock Disposition Policy

CWF Board decided and enforced the rule that all the stocks and securities CWF receives from the donors will be sold upon completion of the stock transfer WITHOUT exception.

Procedure

1. Authorization – Donor to complete the attached transfer form and forward it to his/her brokerage firm as well as to the Foundation by fax at 416-365-1745, attention Teresa Lo, or by email at tlo@canadianwomen.org.
2. Notification – the Senior Director of Finance and Administration will advise CWF brokerage firm about the transfer.
3. Confirmation - As soon as the transaction of stock transfer is completed, the CWF's brokerage firm will inform the Senior Director of Finance and Administration by email.
4. Disposition - CWF authorized officers will instruct the CWF brokerage firm to sell the stocks on the very same day or before the end of the next trading day just in case the transfer comes in late of the day.
5. Recording – the Senior Director of Finance and Administration will record the transaction on the CWF securities schedule. Upon receipt of confirmation notice of the sale (normally within one week of the transfer) from the Brokerage firm, the Senior Director of Finance and Administration will advise the Finance and Grant Administrator to book the account accordingly.
6. Receipting – Raiser's Edge Administrator will issue receipt with name, number and value of shares and distribute it to the donor.



Date: _____

Donor Contact Information (please note that same information will appear on the receipt):

Name:	
Address:	
Phone:	

Donor's Broker Contact Information:

Name:	
Firm:	
Address:	
Phone:	

Re: Letter of Release for a Securities Transfer to the Canadian Women's Foundation

Please accept this letter as your instructions to transfer the following securities:

Number of shares	Name of shares	CUSIP number

from my account number _____ to Canadian Women's Foundation at the brokerage listed below. It is important that this transaction is completed no later than _____ (date).

Donor's Signature: _____

BMO Nesbitt Burns
For the Account of: Canadian Women's Foundation
Account number: 660-00886-18

Contact Person: Douglas Jones (Tel: 416-359-7667/1-800-227-9842)
1 First Canadian Place, P.O. Box 150, 48th Floor, Toronto, Ontario M5X 1H3

FINS# T009
CUID: NTDT
DEALER #: 9185

DTC# 5043
EUROCLEAR#: 90098
REP. JKK

c.c. Canadian Women's Foundation
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Charitable Registration Number: 12985-5607-RR0001