# Canadian Women's Foundation

**Stock Donation Acceptance Policy and Guideline**

## Introduction

This document applies to the receipt of stock donation through all fundraising activities of the Foundation, including: general donation, annual giving; planned gifts; special fundraising 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 Olga Svystun (Senior Director of Finance and Operations), or by email at [osvystun@canadianwomen.org](mailto:osvystun@canadianwomen.org).
2. Notification – the Senior Director of Finance and Operations 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 Operations 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 Operations 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 Operations will advise the Accountant 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**

[doug.jones@nbpcd.com](mailto:doug.jones@nbpcd.com)

**(Tel: 416-359-7667/1-800-227-9842)**

1 First Canadian Place, P.O. Box 150, 40th Floor, Toronto, Ontario M5X 1H3

|  |  |
| --- | --- |
| FINS# T009 | DTC# 5043 |
| CUID: NTDT | EUROCLEAR#: 90098 |
| DEALER #: 9185 | REP. JKK |

c.c. Canadian Women’s Foundation

133 Richmond Street West, Suite 504 Toronto, ON M5H 2L3

Tel: (416) 365-1444 Fax: (416) 365-1745

Email: [osvystun@canadianwomen.org](mailto:osvystun@canadianwomen.org)

Charitable Registration Number: 12985-5607-RR0001