
OZÎJA THIHA EDUCATION TRUST (“OTET”)

DONATIONS AND SPONSORSHIP POLICY

POLICY OTET-003

Title: Donations, Sponsorship and Fundraising Policy

Definition of Policy: The Ozîha Thiha Education Trust (“OTET”) welcomes and encourages donations, gifts and sponsorship from individuals, groups, foundations, governments and corporations for the purpose of fulfilling purpose and the mandate of the Trust Fund. The OTET was established by Bearspaw Chief and Council to assist, recognize and encourage post-secondary students through incentives, scholarships and awards. The OTET Board of Trustees accept donations and sponsorships and fundraising opportunities based on this policy.

Key Points Summary:

- » OTET gratefully accepts donations and welcomes sponsorships and fundraising opportunities with third parties in order to advance its mandate, adhere to its values and meet its strategic goals.
- » Undesignated cash donations are set aside in a Donations Reserve. Use of funds from the Donations Reserve shall be approved only by the Bearspaw Board of Trustees. Designated donations that are specified for particular uses by the donor are identified as such. [An example of a designated donation would be the Leith Wheeler Investment Counsel Scholarships given annually to deserving students by the Board of Trustees].
- » The OTET Board of Trustees approves the expenditures of these donations consistent with this policy and specifically related to individual scholarship awards.
- » The OTET Board of Trustees will maintain a donor recognition program in support of its Donations, Sponsorship & Fundraising Program. The purpose of the donor recognition program is to thank donors, to encourage others to give, and to steward healthy long-term relationships between the OTET and its donors. The OTET Board of Trustees respects the wishes of donors who wish to remain anonymous.
- » Receipts are issued for cash donations by the Bearspaw First Nation on behalf of OTET. OTET Board of Trustees is not recognized as a registered charitable organization in Canada.

Definitions:

Cash – Cash includes cheques, money order, bank drafts, and money.

Donation – A donation is a gift contribution of cash, or goods given voluntarily to the OTET as a philanthropic act without expectation or requirement of reciprocal benefit. A designated donation is one that is to be used for a specific purpose under the OTET Deed of Trust. A donation is a voluntary transfer of property without value consideration to the donor. The following three conditions must be satisfied:

- Some property, usually cash, is transferred by the donor to the OTET
- The transfer is voluntary, and
- The transfer is made without expectation of return.

It is permissible for donors to receive recognition for their gift, including naming of scholarships, recognition in annual reports, on OTET website, brochures and other written and online material.

Donation can be in many forms including cash, gift-in-kind, designated gift, and endowment.

Designated Donation - A donation to the OTET where the donor has specified the name of the scholarship (ex. Lydia & Matt Hill Family), program and/or terms and purpose to which the donation is to be directed.

Undesignated Donation - An undesignated donation is one that has no stipulations on use other than being in accordance with the relevant provisions of the OTET Trust Deed.

Gifts in Kind – Gifts in kind, also known as non-cash gifts, are gifts of property. They cover items such artwork, equipment, securities (stocks & bonds), and other property. A contribution of service, that is, of time, skills or effort, is not property and, therefore, does not qualify as a gift in kind for purposes of issuing donation receipts.

Sponsorship – A sponsorship is a mutually beneficial exchange between the OTET and outside organizations, in which an external party makes a contribution of cash or in-kind goods or services to the OTET in return for recognition, acknowledgement or other consideration. OTET Board of Trustees is pleased to place the name of the donor for a scholarship(s).

OTET welcomes the opportunity to forge sponsorships that seek to establish a deeper association with corporations, organizations and individuals to further the purpose of OTET for mutual benefit.

Examples of sponsorship vary widely and the Board of Trustees will consider each one on a case by case basis. Sponsorships will most likely occur with service providers connected to OTET and or Bearspaw First Nation.

Endowment - A restricted designated donation made to the OTET where the Trust Capital value (cash) is invested, and the annual investment income (Trust Revenue) is used to carry out the purpose established by the Trust Deed. All cash or property gifted to the OTET for the purpose of an endowment becomes the property of the OTET. The principle (Capital) of the OTET is retained, administered, and managed by the OTET in accordance with its investment policy. Trust Capital is meant to exist in perpetuity.

Gift in Kind - Gifts in kind, also known as non-cash gifts, are gifts of property. Examples of a gift in kind include equipment, software, books, artwork, publicly traded securities, real estate, collections, etc. A contribution of service, that is, of time, skills or efforts, is not property, and therefore does not qualify as a gift or gift in kind.

Overview:

The OTET receives donations from a wide variety of sources including corporations, foundations, governments and individuals.

This procedure outlines activities dealing with assessment of potential donations, approval of donations, and donor acknowledgment.

Authority to establish this policy is authorized by the OTET Trust Deed - Articles 3, 4.9, 5.1, 5.2 which delegates authority to the Board of Trustees to establish policies and procedures for OTET management and operation.

Procedures:

Assessment of Potential Donations

Prior to acceptance of any donation, an assessment of the donation will be completed by the OTET. This acceptance assessment will consider the donation acceptance principles listed in this policy, determine the value of the donation and confirm terms and conditions associated with acceptance of designated donations.

Donations fall into two (2) categories for gift acceptance purposes. These are:

- undesignated donation
- designated donation

All donations or donation offers are to be sent to Board of Trustees for assessment, approval and donor acknowledgment.

UNDESIGNATED DONATION

- OTET Board of Trustees will assess acceptance of donation

DESIGNATED DONATIONS

- The OTET Board of Trustees will:
 - ensure that written information regarding the designation of the donation has been received and understood.
 - assess acceptance of the donation based on the donation.
 - designated means a donation for a special purpose – example: annual Leith Wheeler Investment Counsel Scholarship, etc.

- donors can recommend that the award or scholarship be directed to students studying in a particular field; law, medicine, education, nursing, finance, trades and other specialized areas. Scholarships could also be established in the name of an individual example: Chief Jacob Bearspaw Memorial Scholarship.

Designated Donations

Awards & Scholarships: OTET encourages corporations and individuals to endow student awards for grade school 9 & 12 graduates and full-time post-secondary education. Once established, OTET in its sole discretion will choose eligible and deserving Bearspaw students for the awards & scholarships provided. Students must compete and sign a detailed application form provided if at Post Secondary level of education and if awarded a scholarship, their post-secondary institution must provide a letter of Confirmation of Enrolment before any payment is made.

OTET is pleased to name an Award or Scholarship on behalf of the corporation, organization or individual providing the funding (example – William Blair Investment Management Scholarship).

Awards & Scholarship endowments can be made on a continuing basis (annually) or as a one-time event.

OTET will gratefully acknowledge all awards and scholarship donations, provide further acknowledgement of donations in brochures, annual reports, news release, OTET website, Bearspaw First Nation website and at events such as an Awards Evening.

Special Situations: The following special situations have been identified for informational purposes.

OLEFT will accept donations bequeathed by a Will. A donation for a scholarship or endowment in the memory and name of a loved one will acknowledge the person and carry on their legacy through supporting deserving students.

The OTET is notified by the person administering the Will that there is a bequest naming the OTET.

- OTET Board of Trustees is to receive all correspondence and documents associated with the bequest.
- An evaluation of the bequest will be undertaken by the OTET

Donation

Acknowledgement: Acknowledgement for accepted or rejected donations will be coordinated by the OTET Board of Trustees.

No actions should take place which might be interpreted as an acceptance or rejection of a donation until the decision to accept or reject a donation has

been made and communicated to the donor in writing by the Board of Trustees.

The OTET Board of Trustees will maintain all donation acknowledgment records.

OFFICIAL RECEIPTS

For donations, an official receipt will be provided by the Bears paw First Nation not OTET. OTET is not registered with CRA for charitable tax receipts, however, the Bears paw First Nation is registered and can issue an official receipt.

- Policy Title:** Donations and Sponsorship Policy
- Policy Number:** OTET (003)
- Review Frequency:** Every 3 years, or earlier if needed
- Approval Date:** April, 2022
- Implementation Date:** April, 2022
- Authority:** Bears paw Education Trust Fund – Trust Deed 2021
- Scope:** This Policy applies to the Board of Trustees and copies can be provided to Donors if requested.
- Responsible Division:** OTET Board of Trustees handle on donations and sponsorships accordance with this policy.
- Superseding Effect:** This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Board of Trustees may authorize exceptions to this policy.
- Schedule A Attached:** List of Awards & Scholarship Donations to Bears paw Education Trust Fund.
- Reference to other Policies:**
Awards & Scholarship Selection Criteria & Administrative Procedures
List of Available Scholarships number T-003

SCHEDULE A

OZÏJA THIHA EDUCATION TRUST (“OTET”) DONATIONS AND SPONSORSHIP POLICY

List of Scholarship Donations to OzÏja Thiha Trust Fund.

YEAR	NAME	AMOUNT	TYPE	DURATION
2022	Mawer	\$5,000	Scholarship	Annual every August
2022	Munro & Associates Inc.	\$2,000	Undesignated	Unspecified
2022	Lydia & Matt Hill Family	\$ 500	Scholarship	Annual for 3 years
2022	William Blair Investment Management	\$2,000	Scholarship	Annual for 4 years (\$500 per annum)
2022	Trustees of OTET Julian Leong, Michele Horne, Bill MacLachlan	\$1,500	Scholarship	Annual

SCHEDULE B

LIST OF AVAILABLE SCHOLARSHIPS

FORMAL APPLICATION BY ELIGIBLE STUDENTS REQUIRED

IF SELECTED, EVERY STUDENT MUST PROVIDE LETTER OF CONFIRMATION OF ENROLMENT SIGNED BY THEIR POST-SECONDARY INSTITUTION BEFORE ANY PAYMENT IS MADE.

A STUDENT IS ONLY ELIGIBLE TO APPLY FOR A SCHOLARSHIP ONCE PER YEAR. FOR EXAMPLE, A STUDENT WHO RECEIVES A SCHOLARSHIP FOR THE FALL SEMESTER IS NOT ELIGIBLE TO APPLY FOR THE FOLLOWING WINTER SEMESTER.

1. OTLT TRUSTEES JULIAN LEONG, MICHELE HORNE, WILLIAM MACLACHLAN SCHOLARSHIP \$1,500 ANNUAL

Description

This scholarship, in the amount of \$1,500 is awarded annually to a student of the Bearspaw First Nation who is attending full-time studies at any accredited post-secondary institution in Canada. In addition to the academic standards of the applicants, consideration may be given to the student's community service, artistic or athletic achievements and financial circumstances. The Trustees of the Ozîja Thiha Education Trust will select the student each year. Responsibility of administration and the payment of the scholarship to the selected student is that of the OTET Board of Trustees.

Source of Funding

Annual funding for this specific scholarship is generously provided by the Trustees of the Ozîja Thiha Legacy Trust in their personal, individual capacities only (Julian Leong, Michele Horne and William MacLachlan) of Vancouver and Calgary.

2. HILL FAMILY SCHOLARSHIP \$500 ANNUAL

Description

This scholarship, in the amount of \$500 is awarded annually for three years and if possible to a female Bearspaw member with children who is attending full-time studies at any accredited post-secondary institution in Canada. In addition to the academic standards of the applicants, consideration may be given to the student's community service, artistic or athletic achievements and financial circumstances. The Trustees of the Ozîja Thiha Education Trust will select the student each year. Responsibility of administration and the payment of the scholarship to the selected student is that of the OTET Board of Trustees.

Source of Funding

Annual funding for this specific scholarship is generously provided by Lydia & Matthew Hill, of Airdrie AB for three years.

3. WILLIAM BLAIR INVESTMENT MANAGEMENT SCHOLARSHIP

Description

This scholarship, in the amount of \$500 is awarded annually for four years to a student of the Bearspaw First Nation who is attending full-time studies at any accredited post-secondary institution in Canada. In addition to the academic standards of the applicants, consideration may be given to the student's community service, artistic or athletic achievements and financial circumstances. The Trustees of the Ozîja Thiha Education Trust will select the student each year. Responsibility of administration and the payment of the scholarship to the selected student is that of the OTET Board of Trustees.

Source of Funding

Annual funding for this specific scholarship has been generously provided by William Blair Investment Management of London UK and Boston, Massachusetts.

4. MAWER INVESTMENT MANAGEMENT SCHOLARSHIPS

Description

These two (2) scholarships, in the amount of \$2,500 each are awarded annually to students of the Bearspaw First Nation who are attending full-time studies at any accredited post-secondary institution in Canada. In addition to the academic standards of the applicants, consideration may be given to the students' community service, artistic or athletic achievements and financial circumstances. The Trustees of the Ozîja Thiha Education Trust will select the students each year. Responsibility of administration and the payment of the scholarship to the selected students is that of the OTET Board of Trustees.

Source of Funding

Annual funding for this specific scholarship is generously provided in August by Mawer Investment Management of Calgary, AB and Toronto, ON.

5. MUNRO & ASSOCIATES INC. UNDESIGNATED

Description

Munro & Associates Inc's donation of \$2,000 is unspecified and the OTET Board of Trustees can utilize the funds for the administration of the Trust Fund and/or scholarships and awards. Decision made at the discretion of the OTET Board of Trustees. In addition to the academic standards of the applicants, consideration may be given to the student's community service, artistic or athletic achievements and financial circumstances. The Trustees of the Ozîja Thiha Education Trust will select the student each year. Responsibility of administration and the payment of the scholarship to the selected student is that of the OTET Board of Trustees.

Source of Funding

Funding for this specific donation has been generously provided by Munro & Associates Inc. of Calgary, AB.