




POLICY / PROCEDURE

SECTION:	Community	NUMBER:	COM 01
APPROVED:	Chief Executive Officer 	ORIGINAL:	October 2009
		REVIEWED/REVISED:	September 2012

DONATIONS

In accepting any asset donation with a value greater than \$1000.00, NDMH will endeavour, to the extent reasonably practicable, to balance its responsibility to maintain transparent processes and provide full disclosure to the public, with its responsibility to maintain confidentiality regarding hospital and third party interests.

In this regard, preliminary discussions regarding these donations will be held during an *in-camera session* of the Board as per the following guidelines.

The acceptance of any asset must be compatible with NDMH's Goals, Mission, Vision and Values as articulated in NDMH's Strategic Plan. No donation should be accepted if it –

- is likely to have a negative impact on the image or reputation of NDMH or any of its affiliated facilities.
- would call into serious question the public respect for NDMH or its affiliated facilities.
- is likely to be associated with an unhealthy lifestyle (e.g. alcohol or tobacco usage, obesity etc.)
- implies endorsement of a partisan political, ideological or religious position.
- implies endorsement of a specific commercial product. This does not preclude using the name of an individual or company that manufactures or distributes commercial products.
- publicity surrounding the acceptance of an asset will be handled by NDMH administration in conjunction with the Board.
- when name recognition has been extended for a gift received, it will be honored in accordance with the Donor Recognition procedures and in agreement with the donor. In the event of a change in circumstances that would preclude honoring of the donor's wishes, NDMH reserves the right to determine the form of name recognition in consultation with the donor, or donor's agent, when possible, as per Donor Recognition procedures.

DONOR RECOGNITION

From time to time, the Nipigon District Memorial Hospital may recognize outstanding and significant contributions to the hospital by naming or attaching the name of a person, company, society, or other organization to a particular asset. A significant contribution may include a gift from a donor (financial or in-kind), sponsorship, or a distinctive achievement in furthering the

Mission and Goals of NDMH. The purpose of this policy is to establish criteria for naming assets, an approval process, and the general terms and conditions surrounding naming opportunities.

The term of the naming opportunity for rooms will be for a minimum of 10 years, or the life of the internal facility or building housing the internal facility, whichever occurs first. The term of the naming opportunity for equipment will be the length of the equipment's useful life. Notwithstanding the guidelines set out above, naming opportunities supported through endowment funds may be named in perpetuity.

The naming of any asset must be compatible with NDMH's Goals, Mission, Vision and Values as articulated.

PROCEDURE

In Memory Donation

A plaque bearing the name of the deceased will be added to the Donor Recognition Board for donations in the amount of \$1,000.00 or more from a single or multiple sources.

<i>one time donation -</i>	<i>a one time donation can be from a person, a family or an organization and is given to the Hospital in one lump sum.</i>
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Bronze Category Donation

A plaque bearing the name of the donor of a one time donation in the amounts between \$500.00 and \$1,999.99 will be added to the Donor Recognition Board.

Silver Category Donation

A plaque bearing the name of the donor of a one time donation in the amounts between \$2,000.00 and \$4,999.99 will be added to the Donor Recognition Board.

Gold Category Donation

A plaque bearing the name of the donor of a one time donation in the amounts between \$5,000.00 and \$9,999.99 will be added to the Donor Recognition Board.

Platinum Category Donation

A plaque bearing the name of the donor of a one time donation in the amounts between \$10,000.00 and \$24,999.99 will be added to the Donor Recognition Board. In addition, the donor will be offered the naming opportunity of a lounge.

Diamond Category Donation

A plaque bearing the name of the donor of a one time donation in the amounts between \$25,000.00 or more will be added to the Donor Recognition Board. In addition, the donor will be offered the naming opportunity of a patient care unit or a significant room within the Hospital.

Naming opportunities for Gold, Platinum and Diamond donations will be reviewed on an individual basis.