

 The University of British Columbia Board of Governors	Policy No.: 115	Approval Date: October 1994 Last Revision: June 2005
	Responsible Executive: Vice-President, Finance and Operations	
Title: <p style="text-align: center;">Gifts</p>		
Background & Purposes: To provide guidelines to the University community on gifts funded from University accounts of any source (operating, endowment, grant, contract, etc.).		

1. General

- 1.1. As a publicly-funded institution, UBC values the service provided by the large number of people who are volunteers for many campus units and unpaid members of the Okanagan Senate, the Vancouver Senate and the Council of Senates and the Board of Governors, on an *ex gratia* basis. UBC-funded gifts to these individuals reflect the level of service to UBC within the financial constraints that UBC operates.
- 1.2. Donor recognition programs are established to pay tribute to donors, and insofar as a gift may be a part of the program, it is a keepsake of moderate value.
- 1.3. Considerations about gifts for visiting dignitaries to UBC and from travelling UBC officials include the cultural context of the meeting, and the expectations and traditions of the visitor/host relationship. Gifts are of a moderate value meant as a symbolic gesture of respect.
- 1.4. There is a long-standing tradition at UBC of members of faculty and staff voluntarily and spontaneously contributing for gifts in honour of fellow members of faculty and staff. Nothing in this policy is intended to discourage this tradition.

PROCEDURES

Approved: October 1994

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Approval for the giving of gifts from one administrative level higher than the person proposing to purchase a gift may be done on an ad hoc basis or through general approval of a program involving the purchase of gifts (e.g. volunteer/donor recognition).
- 1.2. See also Policies on Entertainment (#84) and Conflict of Interest and Conflict of Commitment (#97).

2. Definition

- 2.1. *Gift* means an item of value which is offered to a visiting dignitary, donor, volunteer, member of Okanagan Senate, member of the Vancouver Senate, member of the Council of Senates, member of the Board of Governors, or member of faculty or staff, and does not mean an honorarium, a performance-related prize or an event.