

TUNG WAH COLLEGE

Donation Policy and Regulations

1. Background

- 1.1. Tung Wah College (the College) was established by Tung Wah Group of Hospitals (TWGHs) in 2010. It obtained the status as a charitable institution under Section 88 of the Hong Kong Inland Revenue Ordinance (Cap. 112) in 2010 and donations to the College are tax-deductible¹. Having gone through the rigorous college-wide accreditation and passed the Institutional Review (IR) by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in 2010, the College finally attained its bachelor degree granting status and was registered as an approved self-financing post-secondary college under the Post-Secondary Colleges Ordinance (Cap. 320) in 2011.
- 1.2. This policy and its related regulations are established for the purpose of guiding the College's activities over solicitation, acceptance and use of donations.

2. Policy

- 2.1. The College welcomes philanthropic donations to support and augment its mission to provide quality tertiary education and to nurture socially responsible and caring citizens with integrity, sound attitudes, appropriate professional knowledge and competence, who are able to apply theory to practice, to embark on meaningful careers, to pursue life-long learning and to serve the community and mankind. Donation solicitation and fundraising will be conducted through a coordinated, accountable, ethical and value-driven approach. The stewardship, utilization and disbursement of the donations will comply with the related policies and regulations of the College and the Laws of Hong Kong.

3. Definitions

- 3.1. The term “donors” means all types of benefactors including individuals, corporations and organizations that make donations to any programmes, projects, units/offices, staff/students or activities of the College. The term “donations” covers all forms of gifts, endowment and sponsorships, in money² or in kind, given to the College outright, for which the donors receive no financial benefits in return. The types of donation covered by this policy may include, inter alia:
 - (a) donations for general or other unspecific purposes;
 - (b) donations received through regular fund-raising programmes;
 - (c) contributions to the capital cost of infrastructure, facilities and equipment;
 - (d) scholarships, bursaries and other assistance for students;
 - (e) endowment for chairs/professorships;
 - (f) donations for staff development; and
 - (g) donations for specific purposes such as research projects, special teaching/student learning programmes, and other college activities.

¹ Reference: http://www.ird.gov.hk/eng/tax/ach_tgc.htm

² Donation must be a donation of money for tax deduction purpose. Payments for purchase of lottery tickets or raffle tickets; admission tickets for charity shows etc. were not eligible for tax deduction.

4. Guiding Principles

- 4.1. The College should observe the following guiding principles in solicitation, acceptance and administration of donations:
- (a) donations should contribute to enhancing the quality of teaching, learning, research and overall development of the College;
 - (b) donations should not be attached with conditions that might adversely affect the College's ability to carry out its functions fairly and impartially;
 - (c) acceptance of a donation should not in any way give or be perceived to give the donor an unfair commercial advantage over others in the same trade, industry or profession in relation to regular business dealings with the College and no preference treatment will be given to any donor in any dealings with the College;
 - (d) donors shall not retain any intellectual property rights arising from donations to research/academic activities;
 - (e) approval from TWGHs shall be sought if the naming recognition of the donations involves the physical facilities/ buildings of the two campuses, i.e. the King's Park Campus and the Mongkok Campus;
 - (f) adequate documentation covering the solicitation, processing and approval of a donation should be made available for public scrutiny to enhance accountability; and
 - (g) the College may decline a donation at its own absolute discretion.

5. Responsibilities

5.1. General

- 5.1.1 To ensure that all solicitation and utilization of donations are carried out in an efficient and effective manner, different parties described below should play their roles in achieving the best possible fundraising results.

5.2. Board of Governors and College Council

- 5.2.1 The Board of Governors (BoG) is the supreme governing body of the College responsible for setting the mission and vision of the College, whilst the College Council (CC) is the executive body of the College administering the property and managing the general affairs of the College. Except for naming right, the final approval authority for all solicitation of donations was delegated by the BoG to the CC.

5.3. Fundraising Advisory Committee

- 5.3.1 The Fundraising Advisory Committee (FAC) is established under the CC to oversee all fundraising activities of the College.

5.4. President's Office (PO)

- 5.4.1 The President's Office should be the central coordinating unit designated to coordinate the actual fundraising responsibility and the administrative work arising from the solicitation and acceptance of donations.

5.5. Other Parties

5.5.1 In order to cultivate the fundraising culture in the College, schools/ units/ staff and alumni are encouraged to help in soliciting donations to support the teaching and learning, research activities, and overall development of the College.

6. Solicitation

6.1. Solicitation

6.1.1 Solicitation efforts will be coordinated and orchestrated by the PO.

7. Acceptance

7.1. General

7.1.1 In deciding whether to accept a donation, the College shall observe the Guiding Principles in paragraph 4.1 above.

7.2. Authority for Approving and Rejecting Donations

7.2.1 The CC of the College is the highest authority in deciding the acceptance and the rejection of donations. For donations involving naming right, the relevant approval shall be sought as detailed in paragraph 7.5 below.

7.3. Donations in cash

7.3.1 The authority for accepting donations in cash shall rest with the College Council or the College President according to internal regulations of the College as appropriate.

7.4. Donations in-kind

7.4.1 The authority for accepting donations in-kind will be the same as that for cash donations. The estimated value of a donated item will be referred to in deciding the appropriate level for accepting the donation.

7.5. Naming Right

7.5.1 Donations for whatever amount for naming purpose should require the endorsement of the CC and then the approval of BoG. Approval from TWGHs shall be sought if the naming recognition of the donations involves the physical facilities/ buildings of the two campuses, i.e. the King's Park Campus and the Mongkok Campus.

8. Documentations and Receipt

- 8.1. All documents in relation to donations should be properly kept. The following documents are involved for a typical donation.
- (a) A Donation Form (**Annex A**) shall be signed by donor, specifying the required information of the donor, donation amount, purpose of the donation, payment method, and payment schedule, if any.
 - (b) A Donation Proposal (**Annex B**) shall be prepared to document the donation details and approval obtained for all donations.
 - (c) All donations in cash should be sent directly to the PO by cheque made payable to “Tung Wah College Limited”.
 - (d) Each donor should receive a receipt signed by the College. If the donation is in the form of cash, the receipt will state the amount; if in-kind, the receipt will carry a description of the item(s). Donation in-kind is not tax deductible.
 - (e) Each donor should also receive a letter of appreciation to be signed by the College Council Chairman or the College President as appropriate.
 - (f) Letter of appreciation, accompanied by official receipt will be issued to donors. For major donations, wherever necessary, the College should enter into a donation agreement with the donors, setting out clearly the details and agreed terms of the donations.

9. Use of Donations

9.1. General

- 9.1.1 The authority for use of donations shall follow the arrangements as specified in paragraphs 9.2, 9.3 and 9.4 below.

9.2. Designated Donations

- 9.2.1 Normally, the head of the beneficiary unit should be the Budget Holder for the donations. The donations shall be used for the stated objectives of the fundraising activity or the designated purposes stated by the donors. Approval shall be obtained from the donor and the approval authority of the College for any proposed changes to the stated objectives.

9.3. Non-designated Donations

- 9.3.1 The President is the Budget Holder for all non-designated donations. The President may delegate the budget controlling authority to unit head if he/she deems it appropriate. Donations without a specified purpose should be kept in a central pool for allocation to projects/ programmes/ activities according to the College's priorities.

9.4. Scholarships and Bursaries

- 9.4.1 Scholarships and bursaries are allocated through the Scholarships, Bursaries and Awards Committee of the College.

10. Reporting

10.1. Report to Donor

10.1.1 Some donors may request periodic report on the utilization of their donations. The College should ensure that such reports are submitted to the donor on time and in a regular manner.

10.2. College's Audited Financial Statements and Report

10.2.1 An overview of donations raised each year shall be stated in the College's annual audited financial statements.

11. Disposal of Real or Personal Property

11.1 The approval authority of the College shall approve whether to sell or dispose of any real or personal property given as donated items to serve the best interest of the College. As for stocks and equities given as donated items, they should be sold or disposed in accordance with the investment policy of the College.

12. Conflict of Interest

12.1 Members of the governing body/ designated committee, staff and alumni involved in the solicitation, acceptance, collection and administration of donations should avoid and declare any actual or perceived conflict of interest as and when it arises.

Tung Wah College
September 2016

Annex A: Donation form



東華學院
TUNG WAH COLLEGE

Donation Form 捐贈表格

(Please fill in and tick as appropriate. 請於適當的橫線上填寫或空格內填上 ✓號。)

To be filled internally 由內部填寫

Donor No. _____
File No. _____
Approval _____
Date _____

Donation in cash 捐贈款項

I / My organization _____ would like to make a donation of HK\$ _____ to Tung Wah College. I / My organization agree(s) that the College will apply for the Government Matching Grant with my donation whenever appropriate. I / My organization enclose(s) a cheque (cheque no. _____) payable to “**Tung Wah College Limited**”.

本人 / 公司 _____ 擬捐贈港幣 _____ 元正予東華學院。本人 / 公司同意在適當情況下，學院可就此筆捐款向政府申請配對補助金。本人 / 公司茲附抬頭致「**東華學院**」劃線支票乙張（支票號碼：_____）。

Purpose of Donation 捐款用途

- College Development 學院發展
- Campus Development 校園建設
- Student Development 學生發展
- Scholarship 獎學金
- Bursary Fund 助學金
- Others, please specify 其他用途，請說明： _____

Donation in-kind 捐贈物品

I / My organization _____ would like to donate _____ (Quantity) of _____ to Tung Wah College.
 本人 / 公司 _____ 擬捐贈 _____ (數量) _____ 予東華學院。

Acknowledgement 鳴謝安排

- Please state the preferred name to be listed on acknowledgement. 請填寫贊助人/公司名稱，以作出鳴謝安排之用。

- Please issue an official receipt acknowledging the following person / organization. 請發正式收據予以下抬頭人或公司。 (Donation of HK\$100 or above is tax deductible in Hong Kong. 捐款港幣\$100元或以上，可憑收據在香港申報免稅。)

- I / My organization wish(es) to remain anonymous in all donor listings. 請不要就是項捐款將本人或公司的名稱刊載於任何捐贈者名單中。

Name of Donor 贊助人姓名 : _____

Company Name (if applicable) 公司名稱 (如適用) : _____

Name of Contact Person 聯絡人姓名 : _____

Contact Address 聯絡地址 : _____

Contact Tel. 聯絡電話 : (Office 公司) _____ (Mobile手提) _____

E-mail 電郵 : _____ Fax 傳真 : _____

I object to the use of my personal data by TWC for promotional purposes. 本人不同意東華學院使用我的個人資料作推廣用途。

For further details about TWC's Personal Information Collection Statement, please visit <http://www.twc.edu.hk/po/pics/>. 如欲查詢東華學院的收集個人資料聲明，請參閱 <http://www.twc.edu.hk/po/pics/>。

Signature 簽署 : _____ **Date日期** : _____

Thank you for your support to Tung Wah College! 衷心感謝您對東華學院的慷慨支持!

Please send this Donation Form to 請把填妥的捐贈表格寄回:

Head of President's Office, Tung Wah College, 31 Wylie Road, Homantin, Kowloon, Hong Kong
香港九龍何文田衛理道 31 號東華學院校長辦公室主任
Email 電郵: po@twc.edu.hk Tel. 電話: (852) 3190 6793 Fax 傳真: (852) 2332 0255



東華學院
TUNG WAH COLLEGE

Annex B: Donation Proposal

To be filled internally 由內部填寫

Donor No. _____
File No. _____

Donation Proposal

1) Objective

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2) Donation Amount and Payment Schedule

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3) Proposed Use(s)

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4) Target Group of Beneficiaries

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5) Allocation Mechanism *(Please prepare Attachment I for scholarships scheme/fund establishment)*

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6) Acknowledgement

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7) Reporting Requirement

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For Internal Use/Reference Only

8) Submission

	<u>Initiated by:</u>	<u>Handled by:</u>	<u>Endorsed by:</u>
Signature:	_____	_____	_____
Name:	_____	_____	_____
Post:	_____	_____	Head of President's Office
Unit:	_____	_____	President's Office
Date:	_____	_____	_____

9) Approval

The application is **Approved** **Not approved**

by the Librarian
(for donation in-kind of library materials at value up to \$500,000 only)

by the President
(for donations at value up to \$2,500,000)

by the College Council
(for donations at value \$2,500,000 or above)

Declaration of Interest:

No **Yes** (please specify: _____)

Comments (if any):

Signature: _____ **Date:** _____
 (Librarian/ President/ College Council)

Attachment I – Requirements for <Name of Scheme/ Fund>

1) Name of Scheme/Fund:	
2) Donor:	
3) Aims:	
4) Eligibility:	
5) Award Procedures and Criteria:	
6) Award Format and Value:	
7) Result Notification:	