



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

## Schedule A: Checklist of Donor and Sponsorship Agreement Provisions

<b>Date:</b>	January 1, 2023
<b>Number:</b>	2023-03
<b>Date of Last Review/Revision:</b>	January 1, 2023
<b>Mandated Review:</b>	January 2028
<b>Policy Authority:</b>	Treasurer
<b>Parent Policy:</b>	<i>Gifts, Donations and Sponsorship Policy</i>

### 1.0 CHECKLIST OF AGREEMENT PROVISIONS

- 1.1 The provisions that may be needed include but are not limited to:
  - 1.1.1 Date of Gift or Sponsorship Agreement,
  - 1.1.2 Names of the parties to the Agreement (i.e., ACA and name of the Donor or Sponsor (individual or organization) and designated representative (if applicable),
  - 1.1.3 Acknowledgement of ACA's Receipt of Gift or Sponsorship,
  - 1.1.4 Pledge and amount of Gift or Sponsorship,
  - 1.1.5 One-time or recurring Gift or Sponsorship and, if recurring, duration (i.e. time period) and frequency (i.e., schedule of donation dates),
  - 1.1.6 Purpose of Gift or Sponsorship
  - 1.1.7 Distribution of Sponsorship funds,
  - 1.1.8 Definition of terms (if necessary),
  - 1.1.9 Benefits offered by ACA to Sponsor,
  - 1.1.10 Recognition offered by ACA to Donor or Sponsor,
  - 1.1.11 Annual financial reporting by ACA to Donor or Sponsor,
  - 1.1.12 No financial obligation or liability provision on the part of the ACA,
  - 1.1.13 Amendment of Agreement,
  - 1.1.14 Alteration to purpose,
  - 1.1.15 Governing law,
  - 1.1.16 Agreement executed in counterparts,
  - 1.1.17 Address of Donor or Sponsor and ACA for the purpose of sending notices, and
  - 1.1.18 Name, position title, signature and date of the ACA and Donor or Sponsor



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Representatives authorized to approve the Gift or Sponsorship Agreement.