

# **DONATION POLICY**

## **Wilson Erhun Foundation for Pharmacy Administration (WEFPA)**

**Effective Date: 25th January 2026**

### **1. Purpose of the Policy**

The purpose of this Donation Policy is to provide a transparent framework for the acceptance, management, use, and acknowledgment of donations made to the Wilson Erhun Foundation for Pharmacy Administration (WEFPA). The policy ensures that all donations support the Foundation's mission, values, and strategic objectives while maintaining public trust, accountability, and ethical standards.

### **2. About WEFPA**

WEFPA is a not-for-profit organization dedicated to advancing pharmacy administration, leadership, education, research, policy development, and professional capacity-building in Nigeria, West Africa, and beyond.

### **3. Acceptance of Donations**

WEFPA welcomes voluntary donations from individuals, corporations, foundations, development partners, and philanthropic organizations that support its mission.

#### **3.1 Types of Donations Accepted**

WEFPA may accept:

- Monetary donations (cash, bank transfer, electronic payment).
- Grants and sponsorships.
- Endowments and named funds.
- In-kind donations (subject to assessment).
- Bequests and legacy gifts (subject to legal review).

#### **3.2 Restricted and Unrestricted Donations**

- Unrestricted donations may be applied to any approved programme or operational need of WEFPA.
- Restricted donations shall be applied strictly in accordance with the donor's stated purpose, provided such purpose aligns with WEFPA's mission and policies.
- WEFPA reserves the right to decline restricted donations that are impractical, inconsistent with its objectives, or legally or ethically problematic.

### **4. Donations Not Accepted**

WEFPA will not accept donations that:

- Are derived from illegal, unethical, or exploitative activities.
- Compromise the Foundation's independence, integrity, or reputation.
- Conflict with public health, professional, or ethical standards.
- Require political endorsement or partisan activity.
- Are conditional upon personal, institutional, or commercial control of WEFPA programmes.
- The Foundation reserves the right to decline or return any donation that does not align with its mission or values.

### **5. Use of Donations**

All donations received by WEFPA shall be applied solely toward:

- Approved programmes and projects.
- Capacity-building, research, advocacy, and education initiatives.
- Operational and administrative costs necessary to deliver WEFPA's mission.
- WEFPA is committed to prudent financial management and the responsible use of all donated funds.

### **6. Donor Recognition and Acknowledgment**

- All donors will receive an official acknowledgment or receipt confirming the donation.

- Donor recognition (e.g., naming, listing on the website, event acknowledgement) will be conducted respectfully and in accordance with donor preferences.
- Donors may choose to remain anonymous.
- WEFPA does not provide goods or services in exchange for donations, except where explicitly stated for fundraising events.

## **7. Tax and Legal Considerations**

- Donations are voluntary and non-refundable, except where required by law.
- WEFPA does not provide tax advice. Donors are encouraged to consult their own tax or legal advisers regarding any tax implications.
- Any statements regarding tax exemption or deductibility shall be factual, non-promissory, and compliant with applicable laws.

## **8. Confidentiality and Data Protection**

- WEFPA respects donor privacy and confidentiality.
- Donor information will not be sold, traded, or shared with third parties except as required by law.
- Donor data will be used solely for acknowledgment, record-keeping, regulatory compliance, and communication related to WEFPA activities.

## **9. Conflict of Interest**

Members of the Board, management, staff, and volunteers shall disclose any real or perceived conflicts of interest related to donations. All decisions concerning donation acceptance and use shall be made in the best interest of WEFPA.

## **10. Refund Policy**

Donations are generally non-refundable. Refunds may only be considered where:

- A donation was made in error.
- A legal or regulatory obligation requires a refund.
- Any refund decision shall be at the discretion of the Board of Trustees or its delegated authority.

## **11. Oversight and Accountability**

- The Board of Trustees has ultimate oversight of donation policy implementation.
- Proper records of all donations shall be maintained.
- WEFPA may subject its accounts to internal or external audit in line with good governance practices.

## **12. Policy Review**

This Donation Policy shall be reviewed periodically by the Board of Trustees and updated as necessary to reflect legal, regulatory, or operational changes.

## **13. Contact Information**

For inquiries about donations or this policy, please contact:

Wilson Erhun Foundation for Pharmacy Administration (WEFPA)

 Email: [admin@wefpafoundation.org](mailto:admin@wefpafoundation.org)

 Website: [www.wefpafoundation.org](http://www.wefpafoundation.org)