



SOLIHULL

Gift Acceptance Policy

Owner: Bursar
Reviewer: Director of Development & Alumni Relations
Last Reviewed: July 2023

Version 4

The School seeks and encourages charitable donations from a range of sources including individuals, companies, trusts and foundations, alumni, current and past parents, current and former staff and friends of the School.

Purpose

This policy sets out to provide guidelines for the acceptance and stewardship of gifts to the development office at the School.

The provisions of these guidelines shall apply to all gifts offered to and/or received by the office. The Governing Body and School Leadership Team will adopt these guidelines when making any decisions on the acceptance or stewardship of gifts to the School.

Criteria for accepting and stewarding gifts

- The gift should be applied for the purpose it was donated, and according to the donor's wishes;
- The sources of the funds being donated should be morally and ethically acceptable to the School;
- The completion of a project for which donations are being accepted should be achieved. If the project is not completed, then by law (and morally), the gift should be returned to the donor unless they agree to change the purpose of their donation;
- The cost implications of accepting a gift, particularly those that involve items other than cash, should be realistically assessed and, if appropriate, discussed with the donor before acceptance;
- Any special conditions requested by the donor should be carefully reviewed to ensure that the ethos, aims and charitable objects of the School are not undermined, and that reasonable costs and/or administrative difficulties are avoided;
- A donor's consent should be sought for the sale of any gifts other than cash (e.g. artwork, shares);
- There are clear lines of responsibility for the disbursement of donations, whether restricted (i.e. those to be used for a specific purpose as requested by the donor) or unrestricted gifts (i.e. those that have no condition attached and can be disbursed at the discretion of the Governing Body, or their nominees).

All gifts to individual members of staff must be accepted, or not, in line with the staff anti-corruption and bribery policy contained within the HR Handbook.

The Director of Development & Alumni Relations or Bursar will refer any matters of special concern to the Governing Body for guidance, and are authorised, on the School's behalf, either to refuse or put on hold, any gift which falls foul of the criteria outlined in this policy.