

## Gifts Policy

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**RATIONALE** The giving and receiving of gifts are common in schools, however, both need to be managed sensitively, both need to comply with Australian taxation laws, and neither must compromise the good name of the school.

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### AIMS

- That the giving and receiving of gifts result in positive experiences that enhances the school and its relationships with others; and,
- that consistent and appropriate decisions are made regarding the giving and receiving of gifts at the school.

### IMPLEMENTATION

- To give gifts from time to time in recognition of the contributions of volunteers, to staff members affected by significant life events or health issues, to celebrate the birth of babies, and other momentous occasions.
- To choose gifts which are generally of little monetary value, such as bouquets of flowers, small school mementoes or items of sentimental value.
- To develop a guide that describes the type of gift that will be given at any particular occasion, and a monetary value. For example, the value of gifts for staff members leaving the school will roughly correlate the period of service the staff members have dedicated to our school.
- To use school funds for the purchasing of gifts and for the purpose of 'ownership' of the gift, staff students or school community may be invited to contribute to the as appropriate.
- To consider the acceptance of gifts or donations by the school on a case-by-case basis as appropriate, with the expectation that such gifts or donations to be of little or no monetary value (eg: art room supplies).
- To decline gifts or donations which are perceived to be linked to expectations of favourable service by the school, gratuitous in nature, or incongruous in value.
- To decline gifts or donations which are perceived to be linked to products, services, activities or associations that would bring the school's good name into disrepute.
- To decline 'in kind' donations of products, services or activities which are perceived to be unrelated to the school curriculum.
- To explore any Fringe Benefits Tax implications of any gift or donation and report to the Australian Taxation Office as appropriate.
- To enter all gifts and donations in the Gift and Donation Register and duly report to School Council.
- Note: This policy is to be read in conjunctions with the school's Sponsorship policy.

### EVALUATION

This Policy will be reviewed as part of the school's review cycle.