

KAIKORAI VALLEY COLLEGE



GIFTING PROCEDURE

INTRODUCTION

- 1) The Board agrees that it has a responsibility to ensure that expenditure on gifts incurred by the School is clearly linked to the business of the School and delegates this responsibility to the Principal. The Principal may, from time to time, further delegate some of these responsibilities, to other members of the senior management team as per the Schedule of Delegations.

GUIDELINES

Giving Gifts

- 2) Any gifts/koha purchased should be reasonable and appropriately reflect the benefit received.
- 3) Gifts given to staff members to recognise important occasions are generally funded from The staff Fund.
- 4) The monetary value of a gift given to a leaving staff member is \$20 per year, funded as above.
- 5) Gifts/koha given during international travel, are at the discretion of the International Director and receipts will be provided upon return. The cost of such a gift should be justifiable to the Board.

Receiving Gifts

- 6) Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.
- 7) If gifts received are small and of little value (under \$150), then the recipient may keep the gift.
- 8) If the gift is larger and more valuable, then the recipients should advise the Board of the gift. The gift will be given to the school to use, unless the Board agrees to an exception to this policy.
- 9) A formal register of gifts must be kept if the gift is obviously in excess of \$150 in value.

Signed: _____
Board Chairperson

On behalf of, and with the authority of the Board on: _____
Date

Reviewed	08 August 2012
Reviewed	29 August 2018
Reviewed	3 February 2023
Next Review	29 August 2026