

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 leadership 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.
- 6) Staff are not to give personal gifts to students.
- 7) We encourage prizes to be purchased from the department's budgets, not funded personally by staff members. Staff may purchase their own small prizes for students, such as small confectionery items, stickers and stationery if they wish.
- 8) The value of any prizes given to students must be relative to the status of the award.
- 9) Prizes over the value of \$20 are reserved for official school prize givings, unless these have been provided and funded by a competition organised by an outside agency.
- 10) Any prizes given over the value of \$20 must be approved by the HOD **and** the Senior Leadership Team. This is to maintain the status of the school's official prize giving awards.

Receiving Gifts

- 11) 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.
- 12) If gifts received are small and of little value (under \$150), then the recipient may keep the gift.
- 13) 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.
- 14) A formal register of gifts must be kept if the gift is obviously in excess of \$150 in value.

Reviewed	08 August 2012
Reviewed	29 August 2018
Reviewed	11 November 2022
Reviewed	30 July 2024
Next Review	July 2027