

Stella Maris School

Gift Policy

Introduction

- 1) The Board agrees that it has a responsibility to ensure that expenditure on gifts incurred by the School must clearly be linked to the business of the School. The Board has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
- 2) The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
- 3) All gifts should be purchased through the School's normal purchase procedures.
- 4) The BOT will recognise Staff when they leave with a gift to the value of \$10 per year the staff member has been at Stella Maris.
- 5) A full register must be maintained of all gift purchases over \$200, including what was purchased, costs and recipients. The Board will review this register periodically.
- 6) The cost of a gift should be reasonable and appropriately reflect the benefit received.
- 7) 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.
- 8) If gifts are under \$200, then the recipient may keep the gift.
- 9) If the gift is over \$200, then the recipients must 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.
- 10) A register of gifts must be kept if the gift is in excess of \$200 in value

Signed

Board Chairperson

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