



Index Reference: DP_G
Revision Date: March 2017
Review Date: November 2018

DONATION POLICY

1 Rationale

- 1.1 Donations are from time to time received by the school. Board members and staff need to be aware of the donation process.

2 Purpose

- 2.1 To ensure that positive relationships are maintained with all donors.
- 2.2 To ensure that applications relate to the needs of the School, as identified by the Board, at any particular time.

3 Guidelines and Procedures

- 3.1 The Board of Trustees will establish a Donation Database.
- 3.2 All major donations to be recorded on Database. Major donation = over \$100
- 3.3 Names and addresses will not be recorded if anonymity is requested.
- 3.4 Information in the school database will be used to track donated purchases, which will be reviewed annually.
- 3.5 Items applied for from donors must reflect the direction of the schools management plan.
- 3.6 A "Thank you" will be sent from the BOT for all major donations.

Receipts will be provided for all school donations.

4 Conclusion

- 4.1 Donations are important to the school and support the acquisition of additional resources over and above what can be funded through operational funding.

CHAIRPERSON.....*Abidais*..... PRINCIPAL.....*Allyson*.....

DATE.....*30/03/2017*.....