

Gifts and Donations Policy

National Quality Standard

QUALITY AREA 3- PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operations of the services
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, furniture, equipment, facilities, and resources are suitable for their purpose
3.1.2	Upkeep	Premises, furniture, and equipment are safe, clean, and well maintained
3.2.2	Resources supports play-based learning	Resources and equipment are sufficient in numbers, organised in ways that ensure appropriate and effective implementation of the program and allow for multiple uses

Related policies-

- Code of Conduct
- Physical Environment Policy

Purpose-

This policy has been created to establish a formal process for acceptance of gifts or donations made to Raleigh St.

Scope-

This policy applies to families, staff, and Management at Raleigh St.

Implementation-

- If an individual or organisation believes they have goods that may be suitable, they must contact Management to discuss
- Donations may be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities
- Certain types of gifts or donations must be reviewed by Management prior to acceptance due to the special liabilities they may pose for Raleigh St
- In general, Raleigh St does not accept unsolicited donations of goods: -
 - our toys and equipment must meet strict safety standards,
 - we have very limited storage space
 - we prefer that unwanted goods be donated to those in need
- Raleigh St reserves the right to decline any gift or donation. Raleigh St **will not** accept
 - used clothing

- used household items
 - used toys
 - new or used licensed goods
- Raleigh St accepts gifts or donations only under the premise that no material benefit or advantage will be provided to the donor
 - No staff engaged in activities resulting in or relating to receipting of donations (e.g., fundraising, donor liaison) on behalf of Raleigh St will grant or accept favours for personal gain and they will avoid any real or perceived conflicts of interest

Source-

- **Non-profit Risk Management Centre- Gift Acceptance Policies Sample #2**
<https://www.councilofnonprofits.org/sites/default/files/documents/SAMPLE%20Gift%20Acceptance%20Policies.pdf>

Review-

Policy created-	Modifications-	CoM endorsement date-	Next review date-
June 2020	Policy created for RSCCC- KC	May 2021	May 2024