



GIFT ACCEPTANCE POLICY

Policy number:	19	Version:	2 (last reviewed on 31 May 2021)
Drafted by:	Finance, Audit & Risk Committee	Approved by Board on:	25 July 2019
Responsible person:	Board of Directors	Scheduled review date	31 May 2023

1. INTRODUCTION

Education The Future Australia Limited (ETF) is committed to ensuring that it solicits and accepts gifts that are consistent with its mission and that support its core programs, as well as special projects.

2. PURPOSE

The purpose of this policy is to create a guide for ETF to outline acceptable procedures when accepting and/or declining gifts.

3. DEFINITIONS

Gift: A gift has the following characteristics:

- there is a transfer of money or property to ETF for its own benefit or of its donor recipients;
- it is made voluntarily;
- it is motivated by philanthropic intent, and generosity, on the part of the donor.

4. GUIDELINES

4.1 Gift Acceptance Principles

Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following factors:

Policies can be established or altered only by the Board: **Procedures** may be altered by the Managing Director.

Educating The Future (ETF) Australia Limited Gift Acceptance Policy

- Values—whether the acceptance of the gift compromises any of the core values of ETF
- Compatibility—Whether there is compatibility between the intent of the donor and the organisation’s use of the gift
- Public Relationships—whether acceptance of the gift damage the reputation of ETF
- Primary Benefit—whether the primary benefit is to ETF, versus the donor
- Consistency—is acceptance of the gift consistent with prior practice?
- Form of Gift—Is the gift offered in a form that ETF can use without incurring substantial expense or difficulty?
- Effect on Future Giving—Will the gift encourage or discourage future gifts?

4.2 Material Gifts

Gifts of Real Property, Personal Property or Securities may only be accepted upon approval of the Board or Finance Committee.

4.3 Rejecting Gifts

All decisions to solicit and/or accept potentially controversial gifts will be made by the Board of Directors. The primary consideration will be the impact of the gift on the organisation.

4.4 Reviewing Gifts

Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for ETF. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.

4.5 Fundraising Activities

In the course of its regular fundraising activities, ETF will accept donations of money, personal property, and in-kind services.

4.6 Sponsorship

Sponsorship is the provision of money, goods or services for a specific activity or program in return for a material benefit. Risk Management Processes

5. POLICY REVIEW

- 1.1. This policy and any amendments enter into effect immediately.
- 1.2. This policy shall be disseminated through an appropriate directive to all internal ETF stakeholders and necessary persons.
- 1.3. This policy will be reviewed every two years.

AUTHORISATION

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Managing Director

<Date>

