



Gift Acceptance Policy

Independent Boarding and Day School for Boys and Girls

Royal Hospital School

April 2018

ISI reference	
Key author	
Reviewing body	
Approval body	
Approval frequency	
Last approved	
Date of document review	
Related Policies and associated documents	

Gift Acceptance Policy of the Royal Hospital School

Introduction

This document outlines the Royal Hospital School's policy for the acceptance of donations. It is intended for the School community and for prospective donors and their advisers, providing assurance that all donors are treated equitably and that the School's reputation and achievements are not put at risk.

On behalf of the Governors of Royal Hospital School and the Trustees the Royal Hospital School Charitable Trust (1157146), the RHS Development Office solicits gifts from individuals, corporations, and charitable trusts and foundations, to help further the mission of the Royal Hospital School.

The Royal Hospital School will not accept donations where the sources, or naming of a gift fall short of the standards determined through the guiding principles detailed below or if a gift has been illegally or unethically obtained or acceptance may damage the reputation of the School.

Definition and scope

The Royal Hospital School Charitable Trust is a charity dedicated solely to advancing the educational mission of the Royal Hospital School and its Trustees are members of the School's senior management team and governing body. Therefore for the avoidance of doubt the Royal Hospital School Charitable Trust should be understood as fully beholden to this policy of the Royal Hospital School.

This policy applies to all philanthropic donations received by the Royal Hospital School and the Royal Hospital School Charitable Trust. A donation, or gift, is a voluntary transfer of money by an individual or organisation, made with philanthropic intent for the benefit of the School and its mission. This includes:

- Donations may be received by individuals in the UK and overseas
- Grants from charitable trusts and foundations in the UK and overseas
- Donations from companies in the UK and overseas
- Donations from legacy bequests
- Grants from overseas governments or their agencies and foundations

Guiding principles

The UK Bribery Act 2010 requires the Royal Hospital School to ensure that the receipt of a donation is not related to some inappropriate advantage that be afforded to the donor, such as the offer of a School place for a close relative or the award of a contract. Other relevant legislation includes the Proceeds of Crime Act 2002, the Terrorism Act 2000 and the Money Laundering Regulations 2007 under which it is an offence to receive, retain or convert money or property known or reasonably suspected to be the product of criminal activity.

The School also provides a set of values by which the whole community are expected to act and to take into account when making decisions at all levels of the School. All fundraising activities should be conducted in line with the values of commitment, courage, discipline, respect, integrity and loyalty.

Acceptance principles

Donations are accepted and held by the Royal Hospital School Charitable Trust and allocated to the charitable purposes of the Royal Hospital School in accordance with its Financial Regulations, which are formulated and monitored by the Finance and Resources Committee of the Governors.

In considering the acceptance of any donation, the Royal Hospital School will consider if the donation is compatible with the purposes and goals outlined in all relevant policies and regulations (including the School's Anti-Corruption and Bribery Policy).

The Royal Hospital School will not accept donations which are counter to the Royal Hospital School's interests. Examples include but are not limited to gifts that:

- Do not further or are in conflict with the Royal Hospital School's values and mission
- Are too difficult or expensive to administer or could create unacceptable liability or future expense
- Fail to meet the requirements of the Equalities Act 2010
- Violate the terms of this policy or other policies of the Royal Hospital School.

Process for review

All donations with which there are ethical concerns or which have a value above £100,000 can only be accepted by the Senior Management of the School and will be subject to due diligence or review (this means an assessment in relation to the acceptance principles detailed above). The due diligence review will be conducted by the Director of Development and presented to the Headmaster (who is also a Trustee of the Royal Hospital School Charitable Trust) and Bursar and, who make seek further advice from the Royal Hospital School Development Committee/or necessary approval from the Trustees of the Royal Hospital School Charitable Trust, and the School's Governors. Approval must be obtained by the Senior Management of Royal Hospital School prior to a proposal for a donation being submitted to the potential donor, or when a donor approaches the School before negotiations with the donor can continue.

In all other cases, approval must be obtained to continue negotiations as soon as it becomes clear that a donation will be made, or to continue negotiations if issues arise during the course of negotiations which give rise to ethical concerns.

Approval must always be obtained prior to acceptance of a donation of the terms of that donation.

Naming recognition

Donations which involve naming will be subject to levels of approval as follows before the funding announcement becomes public:

- Naming of any building or grounds as part of a donor agreement will be subject to review and approval from the Governors of the School upon the advice of the Senior Management Team.
- Naming of portions of a building or a class room, seminar room or facility, as part of a donor agreement, will be subject to review and approval from the Headmaster.

- Naming of any other academic or support staff position as part of a donor agreement will be subject to review and approval from the Headmaster in consultation with the relevant department or division.
- Naming of a scholarship, bursary, award, prize or bursary as part of a donor agreement will be subject to review and approval from the Headmaster in consultation with the Senior Management Team.
- Naming plaques requires approval from the Headmaster.

Naming may be withdrawn on the recommendation of the Headmaster where subsequent concerns arise regarding the source of the funding or the individual or organisation named.

Gift agreements

For restricted gifts of over £5,000 Gift Agreements must include the details of the gift, the project to be supported, fulfilment schedule (if applicable), naming rights (if applicable), relevant stewardship and recognition information.

Gift agreements for endowment must include a standard clause reserving the authority of the School's governors to propose changing the use or purpose of the donation when its object is no longer viable at the Royal Hospital School. For example, where the School no longer offers a subject for which a restriction has been accepted for a scholarship.

In general restrictions related to the use or purpose of a donation should be written as preferences to allow the Royal Hospital School the greatest latitude in ensuring future use. When that is not possible, the agreement should reserve the authority of the School's Governor's to change the use or purpose of the donation as circumstances change.

Gift processing and acknowledgement

All donations to the Royal Hospital School Charitable Trust and the Royal Hospital School must be processed by the School's Finance Office and recorded confidentially by the School's Development Office to ensure compliance with this policy.

The Royal Hospital School may accept the following types of asset as a donation:

- Cash
- Securities - stocks and bonds
- Property and other real estate
- Property which is to be sold

A donor's right to remain anonymous externally will be maintained, but full details will be recorded by the Development Office within the School's donations database and this policy will apply.

A gift will only be accepted where the identity of the donor is provided.

All donors and bequest intentions will receive appropriate acknowledgement and recognition for their pledges and gifts, as well as assurance that their gift is used for the purposes designated.