

<b>Policy title</b>	Gift Acceptance by TLC
<b>Policy area</b>	Operations
<b>Policy available for Students – yes/no</b>	Yes
<b>Policy detail</b>	<p>Relevant to any gifts requiring significant space and/or upkeep.</p> <p>All offers of gifts to The Learning Connexion will be vetted before they are accepted or declined.</p> <p>The staff member who receives the offer should consider the following questions.</p> <ol style="list-style-type: none"><li>1. What is being offered? Who is offering it? Why is it being offered? Who is it being offered to? Is there any expectation of a return of any kind?</li><li>2. Who needs to be involved in the discussion about the offer?</li></ol> <p>This information should then be passed on to those who have been noted in question #2 above, for discussion of the next question.</p> <ol style="list-style-type: none"><li>1. What is the expected use, value or cost to The Learning Connexion? <i>Cost includes matters such as storage, maintenance, special technical skills, etc., along with the question of whether the gift might be displacing something of greater value to students.</i></li><li>2. Do you recommend acceptance of the gift or not?</li></ol> <p>All of the above information can then be sent to Operations, either as a proposal or as an item for discussion.</p> <p>Operations and/or Managing Directors to decide whether to accept or decline the offer.</p>
<b>Related Procedures</b>	
<b>Date Created</b>	Sept 2013
<b>Review Dates</b>	Sept 2014/April 2018
<b>Next review date</b>	April 2020
<b>Links</b>	