

Policy title	Gift Acceptance by TLC
Policy area	Management
Policy available for Students – yes/no	Yes
Policy detail	<p>All offers of gifts to The Learning Connexion will be vetted before they are accepted or declined. The staff member who receives the offer should consider the following questions.</p> <ol style="list-style-type: none">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?2. Who needs to be involved in the discussion about the offer? <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">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>2. Do you recommend acceptance of the gift or not? <p>All of the above information can then be sent to Management, either as a proposal or as an item for discussion. Management and/or Directors to decide whether to accept or decline the offer.</p>
Related Procedures	
Context	Any gifts requiring significant space and/or upkeep.
Review Date	Created September 2013
Next Review Date	September 2014
Links	