



## **Gift Acceptance Policy**

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Updated September 2021

The Summer Fields Gift Acceptance Policy provides guidance to donors and their advisors about how donations can be made to and, accepted by the School. This Policy should be read in conjunction with the Summer Fields Donor Charter, Anti-Bribery Policy, Fundraising Policy, and Statement of Intent.

1. Summer Fields receives gifts from individuals, corporations, charitable trusts and foundations.
2. Donors can make gifts to Summer Fields by donating:
  - Cash
  - Cheque or CAF voucher
  - Tangible personal property
  - Real estate (property and land)
  - Legacies
  - Shares
  - Gifts in kind (the acceptance of Gifts in Kind will be reviewed on a case by case basis)
3. The Summer Fields Development Office is responsible for facilitating, soliciting, and accepting gifts which are made to the School.
4. The Development Office thanks all donors for gifts made to the School. This process includes a written thank you letter from the Development Director which states the donor's name, address, value of donation, and the fund the donation is directed to. This letter is provided to the donor on Summer Fields headed paper which details Summer Fields address, telephone number, website, company number, and registered charity number
5. Donors are also acknowledged, unless anonymity is requested, in the Summer Fields Annual Donor Report.
6. The gift(s), donor details and related correspondence is recorded by the Development Office on the School Donor Database and stored in accordance with The Data Protection Act 2018.
7. Donors who wish to donate a gift valued at £30,000 and more are required to complete a Statement of Intent. In the Statement of Intent the donor is asked to declare the amount they wish to donate, to which fund they wish the donation to be directed, and to detail how they intend to make the donation.
8. Summer Fields will ensure that accepted restricted gifts (i.e. those that are given for a specific purpose) are used to support the fund or cause in accordance with the donors wishes. Gifts that are regarded as too restrictive or those that are at odds with the Schools ethos and objectives will be refused.
9. Summer Fields will ensure that accepted unrestricted gifts (i.e. those given with no specific purpose) will be used at the discretion of the Headmaster and Finance Director who will direct the gift to where the need is greatest. These details can be shared with the donor upon request.
10. Summer Fields has the right to refuse a donation and will act prudently regarding gifts that may not comply with fundraising regulation and legislation (such as Charities Act, Data

Protection, The Bribery Act, The Finance Act, Proceeds of Crime Act). Donors and potential donors may be requested to provide documents to the Development Office before a donation is accepted to ensure that gifts do not jeopardize Summer Fields, its community, and its reputation.

11. Summer Fields is audited every year and produces a financial report and statement which is available on request from the School or via the Charity Commission.
  
12. Summer Fields does not provide any legal, accounting, tax or financial advice to donors. Donors are encouraged to seek independent legal, accounting, tax or financial advice from professionals and are responsible for all costs incurred in relation to obtaining such independent professional advice. Summer Fields cannot suggest or endorse a third party as a source of gift advice. Where necessary, donors will be requested to provide Summer Fields with an acknowledgement that:
  - independent professional advice has been obtained
  - Summer Fields is released from any liability that may arise in relation to the making of the donation

## **Related documents**

Donor Charter  
Anti-bribery Policy  
Fundraising Policy  
Statement of Intent