

# Receiving Gifts and Donations

## Policy



### PURPOSE

To outline the guidelines and procedures for accepting gifts and donations and to ensure they align with the goals and values of U3A in Toowoomba Inc.

### SCOPE

This policy applies to all Management Committee, Members, Staff, Volunteers and Representatives of U3A in Toowoomba Inc.

U3A in Toowoomba Inc. welcomes gifts and donations that support our values and goals. All gifts and donations must be reviewed and approved in accordance with this policy.

### GUIDELINES

#### 1. ACCEPTANCE CRITERIA

- All gifts and donations must align with the organisation's mission, values, and strategic objectives.
- Gifts must not conflict with or undermine the organisation's integrity or public image.
- The organisation reserves the right to refuse any gift or donation.

#### 2. TYPES OF GIFTS AND DONATIONS

- Monetary donations (cash, credit card payments)
- In-kind donations (goods and services) Real estate and property
- Stock and securities
- Planned gifts (bequests, life insurance policies)

#### 3. APPROVAL PROCESS

- All donations must be documented and reviewed by the Management Committee.
- Donations valued at over \$1,000 require approval from the Management Committee.
- The President has the authority to approve smaller donations.

#### 4. ACKNOWLEDGMENT AND RECEIPTING

- All donors will receive a formal acknowledgment letter and receipt.
- Receipts will include the organisation's tax identification number for tax purposes.

A handwritten signature in blue ink, appearing to be 'RP'.

## 5. CONDITIONS AND RESTRICTIONS

- Donors may specify the use of their gifts, provided it aligns with the organisation's priorities.
- Unrestricted donations will be used at the discretion of the Management Committee.

## 6. CONFIDENTIALITY

- Donor information will be kept confidential unless the donor agrees to public recognition.
- Donors have the option to remain anonymous.

## 7. REPORTING AND ACCOUNTABILITY

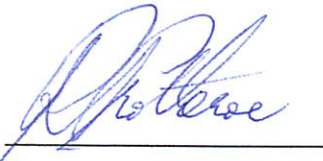
- The organisation will maintain accurate records of all gifts and donations.
- An annual report will be published detailing the use and impact of donations.

## REVIEW AND AMENDMENTS

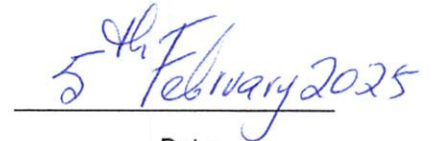
This policy will be reviewed annually by the U3A Management Committee and may be amended as needed to reflect changes in regulations or organisational priorities.

## ADOPTION

This policy was adopted by the U3A in Toowoomba Inc. Management Committee.



Penny Protheroe (President)



Date

# Version Control

Author	Date	Version No.	Reason for Change
Rod Pullinger	5 February 2025	1.0	New Policy