

Gift Acceptance Policy

The purpose of this policy is to ensure there is clarity within the organisation about the guiding principles surrounding the acceptance of donations to support Sevenoaks School Foundation. We aim to ensure that Sevenoaks School Foundation acts in a clear and consistent manner with regard to the acceptance or refusal of donations, and to create a clear process through which these decisions can be made.

The ultimate responsibility for the acceptance or refusal of gifts lies with the Trustees. This policy applies to all forms of philanthropic support offered to Sevenoaks School Foundation to further its mission “To provide facilities for the education of children at Sevenoaks School by raising funds to support new building projects and the widening of access by the award of bursaries.”

Policies

- A. Payment of commitments (a gift) to Sevenoaks School Foundation may take the form of one or a combination of the following: cash, marketable securities, or real property that can be converted to cash within a reasonable time period (usually one to three years).
- B. Donor gift commitments are recognised in a manner consistent with the donor’s wishes and the guidelines approved by the Sevenoaks School Foundation Trustees. We respect a donor’s right for anonymity. In accepting gifts, Sevenoaks School Foundation follows the *Code of Fundraising Practice* set out by the Fundraising Regulator, available to [read here](#).
- C. Sevenoaks School Foundation does not accept gifts when it is determined there is no charitable intent on the part of the donor, nor does it accept gifts that are contingent on the admission of specific individuals to Sevenoaks School.
- D. All undesignated legacy gifts of any kind, including bequests, life insurance, annuities, trusts and real estate in the amount of £25,000 or less will be transferred to the General Endowment as Board designated or quasi-endowment funds. The allocation of undesignated legacy gifts of more than £25,000 will be made by the Sevenoaks School Foundation Trustees under the recommendation of a committee composed of the Head of School, the Bursar and the Director of Development, with the requirement that a minimum of 10% of any such gift be assigned to the General Endowment.
- E. Sevenoaks School Foundation reserves the right to decline any gift.