



Policy Name: Donations	
Policy Code:	ED15
Approved in:	May 2013
Next Review in:	May 2016
Cross References: This policy should be cross-referenced with the following: • Volunteers policy, Public Management and Finance law (2010 revision), Anti-Corruption law (2008), Procurement of Goods and Services policy, PTA policy, Fundraising policy	

INTRODUCTION:

The Ministry of Education, Training & Employment recognizes the value of donated goods, financial donation and/or services that may be offered on a sporadic basis to provide additional opportunities for students. This policy defines three components that may be accessed through solicitation, grants, sponsorships, advertising, monetary gifts, monetary donations, in-kind gifts, and/or school-based fund raising:

- **Goods (equipments, materials, etc...)**, provided by public, private and/or government sources without charge to Cayman Islands Government Schools,
- **Financial donations (monetary gifts, grants, sponsorships, advertising, etc...)** by public or private sources
- **Volunteer services**, consisting of personnel assistance without charge to the Cayman Islands Government Schools, also regulated under the Volunteers policy (2012).

Aims:

This policy aims to clarify the procedures to be followed in requesting, receiving, documenting and reporting voluntary donations. This policy aims to ensure a consistent approach throughout the Ministry, and full compliance with all relevant laws and regulations.

Policy Statement:

1. All donated goods, financial donations and/or services must be related to an educational and/or service function of the Cayman Islands Government Schools and must be approved by the Chief Education Officer or designee.
2. All solicitation by schools for goods, financial donations or volunteer services, as defined above, including grant applications and school based fund-raising, must be approved by the Chief Education Officer or designee. This approval must be sought prior to any school requesting such donations.



3. Audio-visual equipment, library materials, books, instructional equipment, electronic equipment and/or computer equipment must meet the safety and operational standards comparable to those already established for such items purchased by the Cayman Islands Government Schools.
4. Acceptance of goods and financial donations and/or services shall be made without any commitment to reciprocate by any employee on behalf of the Cayman Islands Government Schools.
5. Acceptance of a good, financial donation and/or volunteer service shall be in accordance with applicable Ministry/Department of Education regulations, policies and/or recommendations by legal counsel and/or representative insurance companies.
6. Goods and/or volunteer services must conform to all Cayman Islands Government Schools specifications in terms of health and safety and operational standards.
7. The Chief Education Officer or designee may request evidence of ownership of any good prior to acceptance
8. Goods, financial donations and/or volunteer services shall only be accepted from persons over the age of eighteen (18) years old, unless authorised by their parent or guardian
9. All goods, financial donations and/or volunteer service donated to a particular school or department shall be accepted solely for benefit of students and not for any salary, benefit, and/or stipend on behalf of the donor.
10. All donated goods shall be considered property of the Cayman Islands Government Schools and may be transferred or used wherever the Chief Education Officer or designee finds to be in the best interest of the Cayman Islands Government Schools, as defined by the procedural guidelines issued by the Department of Education Services.
11. Chief Education Officer or designee may decline an offer for goods, financial donation and/or volunteer services if it is deemed not to be in the best interest of the Cayman Islands Government Schools.
Appropriate reasons for declining an offer may include, but not be limited to;
 - a. An offer that would initiate an additional expense for service.
(For example: Electrical cost, maintenance costs, associated supply costs insurance, risk management, clean-up, and/or storage)
 - b. An offer that would create unreasonable inequity in the service rendered to a specific segment of the student population, and/or
 - c. An offer of an endowment fund that includes any requirement in perpetuity for delivery of goods or services to the donor or donor's designee.
12. The Chief Education Officer or designee, unless requested to recognize privacy and anonymity, may recognize the donor(s) at the school or public level
13. The Chief Education Officer or designee will provide a letter as Record of Receipt for any goods and/or service donated, a copy of which shall be forwarded to the Accounting Department for proper recording in the records of the Cayman Islands Government Schools
14. The Chief Education Officer or designee is prohibited from performing a valuation appraisal and will not place any value for good and/or services donated.



Exemptions

- Financial donations referenced in this policy specifically exclude Cayman Islands Government funded grants.
- Financial donations referenced in this policy specifically exclude donations to school Parent Teacher Associations. Donations to PTAs are regulated through the PTA policy.

ROLES AND RESPONSIBILITIES:

The Ministry of Education will:

- Establish educational policy;
- Ensure that all Ministry staff schools and other relevant stakeholders are aware of this policy, related guidance documents and procedures.

The Education Standards and Assessment Unit will:

- Evaluate the effectiveness with which this policy is implemented;
- Comment on the impact of donations in the course of inspections, where significant benefits or issues are identified.

The Department of Education Services (School Improvement Officers) will:

- Monitor the compliance with this policy;
- Support the effective implementation of this policy by schools.

School leaders will

- Ensure the effective implementation of the ministry policy on donation;
- Monitor and review provision, compliance and practice in their donations from Parent Teacher Associations and other donors;
- Maintain and collate records of donations received for the purpose of reporting to the ministry and other entities as required.

School staff will

- Effectively implement the ministry's donation policy.

GUIDANCE

All financial donations should:

- Preferably be by cheque, made payable to the Cayman Islands Government
- Be accompanied by a completed Donation Approval Form (Appendix I)
- Forwarded, with the completed Donation Approval Form to Finance section for lodgment to the Ministry's bank account so that appropriate project codes can be set up by Finance for proper accounting of funds.

Disbursement of donated funds should only be approved by the Chief Education Officer (or designate) and should be in accordance with the Ministry of Education's Procurement of Goods and Services policy.



**MINISTRY OF
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APPENDIX I



MINISTRY OF
EDUCATION, TRAINING,
& EMPLOYMENT

DEPARTMENT OF
EDUCATION SERVICES

CAYMAN ISLANDS GOVERNMENT

DONATION/GIFT REQUEST

Thank you for expressing interest in donating to the Cayman Islands Education Service or operated school. We value your contribution and will endeavour to ensure it is used for the benefit of education on these islands. In donating to our schools, please note the policy statements overleaf, and in order to process your gift, please provide the below information:

Donor name <i>(please write anonymous if that is your preference)</i>		
Donor address <i>(leave blank if anonymous)</i>		
Donor phone number <i>(leave blank if anonymous)</i>		
Value of gift/donation	CI dollars	
Intended purpose of monetary donation	School/department	Purpose
Donor signature – also indicating acceptance of the policy statements overleaf. <i>(please check the box if anonymous)</i>		

For official use only

CEO response	Accepted		Not accepted	
CEO signature				



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