

WINDLESHAM HOUSE SCHOOL



SUB POLICY: DONATIONS

Updated: September 2017

Sub Policy 11.03

Responsible Member of Staff: Development Manager, Suzy Rushforth

Responsible Governor: David King

Summary Policy Statement: *Windlesham House School ("Windlesham") supports the solicitation for, and acceptance of, monetary or in-kind donations that are consistent with the aims, values and strategic objectives of Windlesham. As Windlesham values and safeguards its autonomy, integrity and reputation, donations are not accepted which might compromise these fundamental principles.*

1) Donation Acceptance Policy:

- a) Windlesham House School ("Windlesham") supports the solicitation for, and acceptance of, monetary or in-kind donations that are consistent with the objects, aims, values and strategic objectives of Windlesham.
- b) As Windlesham values and safeguards its autonomy, integrity and reputation, donations are not accepted which might compromise these fundamental principles. Therefore, gifts will not be accepted if:
 - i) A donation has any condition attached to it that is inconsistent with the objects, aims, values and strategic objectives of Windlesham.
 - ii) The source of a donation is likely to draw adverse publicity for Windlesham or bring into disrepute its objects, aims, values and strategic objectives.
 - iii) Acceptance would be unlawful, counter to public interest or involve an unacceptable risk of reputational damage to Windlesham.
 - iv) Acceptance of a donation is likely to deter other donors from future support.
- c) Decisions on admission to Windlesham are fully independent of philanthropic support for Windlesham. Any donation will not affect the academic record of a pupil and will not have a bearing on any dispute between a pupil or his/her parents and Windlesham.

2) Donation Procedure

- a) The Headmaster and Bursar will determine whether a donation is consistent with Windlesham's objects, aims, values and strategic objectives.

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- b)** All gifts over £100,000 must be approved by either the Head or Bursar and the Chair of Governors.
- c)** Windlesham may carry out such due diligence on the donor and the source of the donation as it considers appropriate.
- d)** Legal or other advice may be sought if appropriate in relation to the acceptance of a donation.
- e)** Once a donation is agreed, a Donation Agreement will be signed by both the donor and Windlesham (see sample attached).
- f)** Donations will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.
- g)** Windlesham will be pleased to provide recognition to donors in a mutually agreeable format.
- h)** Windlesham may disclose details of any donor where required to do so by law, any governmental or regulatory authority or a court order.

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Independent Boarding and Day School for Boys and Girls | 4-13 years



WINDLESHAM HOUSE SCHOOL DONATION AGREEMENT

This donation agreement is made between _____
(hereinafter referred to as the donor) and The Malden Trust Ltd which
operates as Windlesham House School (the School).

DONOR INFORMATION

Name and address:

Nationality: _____

Business of the donor: _____

DONATION PLEDGE

The donor pledges a gift of £ _____ to Windlesham House School.
Payment will be made in the form of _____ (cheque, bank
transfer etc) with funds coming from _____ (name of
bank). Cheques made out to The Malden Trust Ltd.

PAYMENT SCHEDULE

This gift will be made either in a single payment or by instalments:

Single payment: £ _____ and date _____ or

Instalments:	Amount	Date
	£ _____	_____
	£ _____	_____

PURPOSE

This gift will be allocated towards the School's (please specify):

- Building Development plans
- Bursary Fund
- Hardship Fund
- Discretionary use by the Governors for the benefit of the School
- Any other purpose (please specify)

DONOR ACKNOWLEDGEMENT

Acknowledgement for the gift will be determined for all major donors
once the campaign is further along. Any acknowledgment will be
discussed with and agreed by the donor.

SIGNED

Date: _____
Date: _____

Emma Harris (Bursar Windlesham House School)