



GIFTS POLICY

Background

1. FoSCL has over 100 active volunteers a number of whom have served the organisation loyally over many years – in some cases over 30 years in total. This may have been in a single volunteering role or across a number of roles including Team Leader and/or Board.
2. Colleagues who have worked with long standing volunteers will wish to mark their “retirement” from volunteering activities with a gift, present, lunch or similar way of showing appreciation.
3. At present we have no policy regarding this and it is left to individuals to determine what they consider is appropriate and to request funding via the Treasurer.

Introduction

4. The aim of this document is to create a simple framework within which FoSCL can acknowledge the contribution made by individual volunteers with the minimum administration.
5. This document is the result of collaboration between the Treasurer (Damian Smith), Volunteers Director (Jon Tomlinson), Secretary (Paul Kampen) and Chair (Allison Cosgrove).

Policy

6. We propose the following policy:
 - a. A short written citation by the person recommending the gift
 - b. A financial contribution of up to £100 for “long standing” volunteers.
 - c. Recommended by the Team Leader for volunteers currently serving in a team
 - d. Recommended by the Chair for volunteers serving on the Board (Committee)
 - e. Recommended by a Director for an external partner volunteer
 - f. Approved by the Board and recorded by the Secretary in a Gifts Ledger
 - g. Publication in the Magazine – citation and a short piece about the gift
7. The enclosed electronic form is to be used for all nominations.
8. The £100 limit for contributions will be reviewed and updated every 3 years.

Approval

9. The Board is invited to consider, and if content, approve the following:
 - a. The Gifts Policy (paras 1-5:
 - b. The £100 limit and intention to review every 3 years (paras 6b and 8)

- c. The written citation (para 6c)
- d. Who can recommend (para 6c – 6e)
- e. Approval arrangements (para 6f)
- f. Publication of gifts awarded (para 6g)

10. This policy replaces all previously agreed practices and takes immediate effect

Summary

11. The Board is charged with ensuring that Member's money – donations, sales, membership fees, legacies etc – is properly managed and spent appropriately. This policy discharges this obligation by the Board taking a clear stance on the issue of using FoSCL money to provide gifts to long standing volunteers.

12. No definition of the term "long standing" is offered as this is a matter of judgement but the authors expect the person to have volunteered over many years, made a significant contribution to our work and to be of good character.

**Damian Smith
Jon Tomlinson
Paul Kampen
Allison Cosgrove**

5 December 2022