

DONATIONS POLICY

Thabala Village 60th Independence Celebration

DRAFT FOR COMMITTEE APPROVAL | Effective date: [To be confirmed] | Review date: [To be confirmed]

This draft provides a transparent framework for receiving, recording, safeguarding, and using gifts for the celebration. Final approval details must be completed by the Boipuso Committee before adoption.

1. Purpose and scope

This policy guides the Boipuso Committee in accepting and managing cash and in-kind donations for the Thabala Village 60th Independence celebration. It applies to committee members, volunteers, donors, sponsors, and service providers handling donated resources.

2. Donations we can accept

- Livestock: cattle and goats, subject to ownership, health, transport, and welfare checks.
- Poultry: chickens and other suitable poultry agreed with the Donations Coordinator.
- Food and refreshments: food hampers, staple foods, sealed soft drinks, and bottled water.
- Cash pledges: once-off contributions or confirmed pledges paid through approved channels.
- Other goods or services that directly support the approved celebration programme.

3. How to donate

- Contact the Boipuso Committee before delivering livestock, perishable food, or large quantities of goods.
- Provide the donor's name, contact details, gift description, quantity, and any intended restriction.
- Deliver goods only to a collection point and receiving officer confirmed by the committee.
- Make cash payments only through an approved committee channel. Banking and mobile-payment details: [To be confirmed].
- Request and retain an official acknowledgement or receipt for every accepted donation.

4. Acceptance conditions

The committee may accept, decline, return, or redirect a proposed gift after considering safety, legality, storage, transport, animal welfare, expiry dates, usefulness, donor restrictions, reputational risk, and the cost of accepting the gift. Acceptance does not give a donor control over committee decisions unless a written agreement states otherwise.

5. Cash handling and financial controls

- At least two authorised committee members must verify cash received and sign the receipt record.
- Cash must be deposited promptly into the approved celebration account. Account details: [To be confirmed].
- No committee member may use donated cash for personal purposes or keep unrecorded cash overnight unless formally authorised.
- Payments from donated funds require supporting documentation and approval under the committee's financial procedures.

6. In-kind gifts and livestock

- Food and drinks must be unopened, safe, appropriately labelled, and within their usable dates.
- The committee will record quantities, condition, estimated value where practical, storage location, and intended use.
- Livestock must be lawfully owned, fit for transport, and handled in line with veterinary, movement, and animal-welfare requirements.
- A competent person must confirm arrangements for livestock collection, holding, feeding, transport, and final use before acceptance.

7. Receipts, records, and reporting

Each accepted donation must be entered into the donations register. The register should record the date, donor, category, description, quantity or amount, estimated value where appropriate, restriction, receiving officer, receipt number, storage or deposit reference, and final use. Summary reporting may be published without disclosing private donor information.

8. Donor privacy and recognition

Donor details will be used only for administration, acknowledgement, reporting, and lawful compliance. Public recognition requires donor consent. Anonymous gifts may be accepted where lawful and where the committee can still complete the necessary internal records.

9. Gifts that may be declined

- Unsafe, expired, damaged, illegally obtained, or unsuitable items.
- Gifts that create unreasonable storage, transport, maintenance, or disposal costs.
- Gifts tied to discriminatory, unlawful, political, or reputationally harmful conditions.
- Cash offered through an unapproved person or channel, or where the source cannot be reasonably established.

10. Questions, complaints, and approval

COMMITTEE CONTACT	POLICY APPROVAL
Boipuso Committee P O Box 50, Thabala Village Tel: 71 234 567 Email: admin@thabalabots60.org	Chairperson: [Name to be confirmed] Signature: _____ Approval date: [To be confirmed] Resolution reference: [To be confirmed]