GIFTS AND GIFT CARDS

Background

From time to time, it may be appropriate to recognize the extra time and effort made by individuals in a volunteer capacity for services for which fees are not traditionally paid or expected. This could be to recognize volunteer services provided by employees, coaches, guest speakers or students. The recognition for the extra time and effort made by these individuals can be accomplished through a nominal gift or gift cards.

In some cases, gift cards may also be used as a means to provide support to vulnerable families or students.

There are legal and reporting requirements that must be followed when providing gifts and gift cards.

Definitions

Gift Cards: A preloaded card that allows purchase of goods or services from a retailer identified on the card and cannot be converted to cash.

Non-Cash Gifts: Tangible item or a voucher for specific event or item.

*** A prepaid card issued by a financial institution (for example MasterCard, Visa) that functions like cash, is not allowed under this administrative procedure.

Procedure

Gifts to recognize appreciation for extraordinary service or accomplishment may be presented to employees, students, volunteers, or guest speakers. It is a one-time payment and not paid on an ongoing basis.

1. Gifts to Employees and Non-Employees

    1.1. Gifts under either category (gift cards /non-cash gifts) should be reasonable and appropriate for the service or accomplishment and should not exceed $50 per person per event/accomplishment and must not exceed $150 per calendar year.

    1.2. Gifts to employees for retirement are covered under AP 414 – Retirement Function.

    1.3. Honorarium payments to employees and non-employees are covered under AP 509 – Honorarium.

    1.4. Items such as mugs, hats, clothing items with the school logo and other such nominal gifts are non-taxable.

    1.5. Gifts and Gift cards may only be purchased and authorized for distribution by the Senior Administrator (Principal) in charge.

1.6. Gifts and Gift cards must be appropriately documented including the following:

1.6.1. All non-cash gift receipts must clearly show the name of the person the gift was given to, the reason and the date the gift was given.

1.6.2. All gift card purchases should be recorded on a gift card log that clearly shows the date of purchase, name of retailer, quantity, value of each card and total amount.

1.6.3. When a gift card is dispersed, it should be recorded in the gift card log that clearly shows the date of disbursement, name of person the card was given to, the amount of the gift card, name of the retailer, and the reason for providing the gift card.

1.7. Gift cards should be treated the same as cash and safeguarded accordingly.

2. Gifts to support vulnerable students and families.

2.1. From time to time, it may be necessary to support vulnerable students and families in our community. The support may be in the form of non-cash gifts or gift cards provided directly to the family or a preloaded gift card provided to an employee for the sole purpose of buying food for vulnerable students.

2.2. Gifts and gift cards to support vulnerable students and families must be reasonable and appropriate for the circumstance.

2.3. Gifts and Gift cards may only be purchased and authorized for distribution by the Senior Administrator (Principal) in charge.

2.4. Gifts and Gift cards must be appropriately documented including the following:

2.4.1. All non-cash gift receipts must clearly show the name of the family the gift was given to and the date the gift was given.

2.4.2. All gift card purchases should be recorded on a gift card log that clearly shows the date of purchase, name of retailer, quantity, value of each card and total amount.

2.4.3. When a gift card is dispersed, it should be recorded in the gift card log that clearly shows the date of disbursement, name of family the card was given to, the amount of the gift card, and name of the retailer.

2.4.4. If a gift card is used to purchase food for vulnerable students, the gift card log should clearly identify the employee the gift card was given to and the date.

2.4.4.1. Once the gift card has been fully spent, the employee must return the gift card with receipts supporting the purchases made with the card to the school secretary for filing and audit purposes.

2.5. Gift cards should be treated the same as cash and safeguarded accordingly.

Last revised: June 2023

Reference: AP 509 – Honorarium, AP 414 – Retirement Function