 NCN Health Nathalia Cobram Numurkah	Title:	Recognition of Gift Bequests - NCN		
	Risk rating:	Low		
Document Type:	Guideline	Department:	Corporate	
Author/Reviewed by:	Jacque Phillips	Chief Executive Officer		
Committees:	Finance and Resources	Date	27.07.2020	
	Board of Directors	Date	29.07.2020	

Purpose:

Target Audience:

Definition:

Guideline:

BACKGROUND

NCN Health receive gift bequests and donations from local community and other funding sources from time to time.

On 1 July the voluntary amalgamation of Nathalia District Hospital (NDH), Cobram District Health (CDH) and Numurkah District Health Service saw the creation of NCN Health.

The Voluntary amalgamation agreement states that all gift bequests and donations from a local community are allocated to the nominated or applicable NCN Health campus within that community.

2. RATIONALE

- NCN Health is funded as a Small Rural Health Service.
- NCN Health Board of Directors is extremely appreciative of the significant support in the form of gifts, bequests and donations received in the past and will continue to recognize all future support.

3. RECOGNITION

NCN Health seeks to recognize all donors who support our Health Service.

Acknowledgement

- All donations are acknowledged with a receipt.
- NCN Health will personally acknowledge donations individually over \$50 through a letter of appreciation.
- The nature of the donation will determine the manner of recognition.
- It is recognized that benefactions of a significant value and generosity may warrant special acknowledgement. This is agreed on a case by case base to respect the donor wishes.

Consent

Consent to publically acknowledge receipt of donations will be acquired from the donor.


Request for Anonymity

In the instance where a donor does not seek public recognition by name and specifically requests anonymity, confidentiality and privacy will be maintained.

Naming Opportunities

Whilst the Board does not favour naming rights of buildings, areas or equipment, naming rights may be considered at the discretion of the Board for any donor who provides total initial funding of a capital project or item.

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Conditional Donations

NCN Health does not accept conditional donations that are inconsistent with relevant legislation, regulations and standards. Donations will not be accepted if the donor wishes to place any restrictions or limitations on their use or disposal that are inconsistent with organisation values and strategy. Disposal will take place without reference to the donor.

4. PROCESS

- NCN Health retains the right to determine the manner of acknowledgement as deemed appropriate by the CEO or Board of Directors.
- Electronic media in the form of a website and/or digital display will be kept to record and acknowledge gifts of \$2,000 or greater towards the establishment of NCN Health.
- The GIFT & BEQUEST REGISTER will be maintained by the Executive Assistant who will record all gifts to the value of \$100 and above.
- It is to be recognized by all parties that once a gift is accepted by NCN Health, that gift becomes the sole property of the Health Service. Where the Health Service operational needs lead to a change in the use of a particular item rendering it unsuitable or inappropriate, the Board of Directors retains the right to replace or dispose of the said item without reference to the donor.
- The decision on which materials or funds are accepted will be made by the CEO in consultation with the Board.
- Where it is necessary to decline a donation, reasons for declining will be explained to the prospective donor.

5. REQUEST FOR USE OF HEALTH SERVICE GROUNDS

From time to time there may be requests to use NCN Health grounds to facilitate a memorial action. This could include things such as spreading of ashes, planting of trees or gardens, purchase of outdoor furniture, bird baths, fountains etc, with or without the use of plaques.

Such requests are generally not supported unless there are exceptional circumstances and will require authorization by the Board.

Evaluation:

Key Aligned Documents:

Key Legislation, Acts and Standards:

References:

1. www.ncnhealth.org.au
2. Benalla Health, Naming of Hospital Property Policy, [3/3/2014]
3. University of Notre Dame, Australia, Donations Policy [3/3/2014]

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