

APPENDIX D. GIFT REGISTER - MINIMUM REQUIREMENTS

A gifts, benefits and hospitality register can be maintained as a physical or electronic document. It should be secure and held centrally or at schools. As a minimum it should include:

- details of offer including description, reason for the offer and estimated value
- name and position of person or organisation making the offer
- name and position of officer accepting the offer
- relationship between the parties involved
- approval of authorising officer including name and position of the officer
- confirmation of whether the gift, benefit or hospitality was accepted or declined

A sample gift register can be accessed on Ikon [Manage gifts, benefits and hospitality at your school](#).