ICON POLICY ON THANK YOU GIFTS

Policy number:	Other Documents 07.03
Summary:	Icon policy on "thank you" gifts
Who this policy applies to:	The policy applies to Trustees, staff, Groups and Networks
Author/policy contact:	Michael Nelles, Head of Membership
Approved by/approval level:	Board of Trustees
Date effective:	4th August 2016
Last reviewed or updated:	8th December 2021
Frequency of review:	Every three years

This policy was written for Groups and Networks and if updated then the Treasurers' Guide must be updated.

Icon relies on the efforts of a very wide range of volunteers. About 400 members undertake voluntary work for Icon each year. The essence of volunteering is that it is unpaid and as a charity it would not generally be appropriate to reward volunteers for their contribution.

Nevertheless, the Trustees recognise that at times it may be appropriate to show appreciation to an individual for an exceptional contribution by giving a small gift. Our auditor advised us thus: 'Have a policy and procedure to follow to ensure gifts are only given appropriately and are not material i.e. it is a gesture. Gifts should never be cash or cash equivalents (i.e. not a gift card). A bunch of flowers or box of chocolates would not be unreasonable.'

The Trustees reviewed the situation and adopted the following policy in 2016:

- Icon Group or Network Committees may decide to use up to £50 to buy a "thank you" gift for a volunteer who has made an exceptional contribution to the work of the Group or Network over a sustained period.
- Such a gift is only a gesture. A gift should never be cash or cash equivalents (i.e. not a gift card). A bunch of flowers or box of chocolates would not be unreasonable.
- A gift should be made to an individual and not to a group of people.
- This must be approved by the Chair of the Group or Network.

The Chair of the Board of Trustees will follow the same policy to thank a Trustee who has made an exceptional contribution to the work of Icon over a sustained period.