

Royal Academy of Dance

TRUSTEE AND EMPLOYEE GIFT DECLARATION FORM

Trustees and employees should complete this form if they receive gift(s) or hospitality which is of a value in excess of £100 (or equivalent)). Guidance on the acceptance of gifts is covered by RAD's Anti-Corruption Policy. Copies are available on SelectHR or from the HR Department.

Declarations will be maintained on a Royal Academy of Dance Gift Register and will be available for inspection by the Academy's Auditors.

Trustee / Employee Name: _____

Department (employees only): _____

Job Title (employees only): _____

Please provide details of the gift or hospitality received, including known or estimated value

Date	Description of Gift or entertainment received	Value ¹	A or E ²	Person or company providing gift	Relationship to recipient	Reason for gift

Signature: _____ Date: _____

¹ State currency

² Actual (A) or estimated (E)

Please return your form to Charlette Bent-Gayle PA the Director of Finance & Operations: cgayle@rad.org.uk