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CHAIRPERSONS OF SCHOOL GOVERNING BODIES

KZN CIRCULAR NO. 53 OF 2022

**GUIDELINES ON ACCEPTANCE OF DONATIONS RELATED TO THE STATE OF
DISASTER**

1. The April 2022 KZN floods resulted to a loss of lives of many people, displacement of some from their homes including the employees of the department and learners, destruction of certain schools, equipment, teaching and learning support material, personal belongings including school uniforms, official documents and textbooks thereby affecting teaching and learning in the KwaZulu Natal Department of Education (KZN DOE).
2. The gruesome incident has touched the hearts of people and triggered the interest to extend a gesture of goodwill by way of donations towards the affected learners and/or schools to mitigate against the negative impact of the disaster.
3. To properly manage and regulate such a process, in line with relevant government regulations relating to donations, it was necessary that these guidelines be developed.
4. It is important for all Schools to note that these guidelines are not meant to replace any donations processes and procedures already in place in terms of the SASA (South African Schools Act). All schools are encouraged to comply with the provisions of the act even during the current State of Disaster.



5. These guidelines are, therefore, intended to provide guidance in the following circumstances which may arise as a result of the current State of Disaster:
 - 5.1 Where pledges of donations are made directly to Head Office and District/Circuit Offices.
 - 5.2 Where pledges of donations (related to the State of Disaster) are made and/or delivered directly to a school.
 - 5.3 Where pledges of, and/or actual donations are made which may benefit more than one school.
 - 5.4 Where pledges of infrastructure related donations are made.
 - 5.5 Where a school needs donations and requires assistance from Head Office and District Offices to link up with potential donors.
 - 5.6 Where there are pledges of Cash donations being made to Head Office or District/Circuit Offices.
- 6 The guidelines are also meant to reduce a possibility of donations being concentrated in one area while other areas are neglected and to also create and maintain a central donations register in the Department to monitor, record and report on all donations received by the department during the State of Disaster.
- 7 The guidelines are as follows:
 - 7.1 Where pledges of donations are made directly to Head Office and District Offices:
 - 7.1.1 These must be reported by the receiving office to Asset Management in writing to donations@kzndoe.gov.za for purposes of updating the central donations register.
 - 7.1.2 The Asset Management Unit at Head Office in consultation with the Chief Directorate: District Operations and District Offices must assist with the identification and prioritization of schools that will benefit from these donations.
 - 7.1.3 District Offices must also ensure that donations do reach all intended schools and delivery confirmation must also be obtained and submitted to Head Office Asset Management for record purposes.
 - 7.2 Where pledges of donations (related to the State of Disaster) are made and/or delivered directly to a school.
 - 7.2.1 As and when schools receive pledges and/or the actual donations related to the State of Disaster, normal donation processes and procedures as contained in the school policy, in compliance with S37 (4) of the SASA No.84 of 1996, must be followed.



7.2.2 A weekly report of all State of Disaster related donations received must be submitted to the District Office providing information such as:

7.2.2.1 Date of receipt.

7.2.2.2 Recipient.

7.2.2.3 Donor Name.

7.2.2.4 Description of a donation.

7.2.2.5 Progress on delivery (if applicable)

7.2.2.6 Quantity donated.

7.2.3 All State of Disaster related donations already accepted by schools prior to publication of these guidelines must be consolidated and reported to the District Office following the same format mentioned in 7.2.2 above.

7.2.4 Where a school receives donations that may benefit more than one school, such a donation must be reported to a District Office and the District Office must identify other schools to benefit from it.

7.3 Where pledges of infrastructure donations are received:

7.3.1 All infrastructure related donations, whether made directly to a school, or via Head Office or District Offices, must comply with the Minimum Norms and Standards for Schools Infrastructure and other relevant policies and procedures of the Department and can only be implemented in consultation with the Infrastructure Unit of the Department.

7.4 Where a school is in need of donations and requires assistance from Head Office and District Offices to link up with potential donor:

7.4.1 Such requests for assistance must be submitted to the District Office and if there are donors available, these will be linked with the school.

7.5 Where pledges of Cash donations are received by the Head Office or District/Circuit Offices:

7.5.1 These pledges must be received in writing and submitted to Head Office Asset Management via the email stated above. No official may accept/take cash donations in their personal capacity on behalf of a school or the Department.

7.5.2 Where possible, prospective donors must be encouraged to buy the actual items that would address the identified needs of learners or schools instead of making cash donations.

8 General guidelines:



- 8.1 Prospective donors are encouraged to ensure that donated items comply with Government regulations and at least meet minimum quality standards and Health and Safety Standards, as prescribed by relevant quality assurance bodies such as SABS, SAPRA, SANS, and any other relevant bodies, where necessary.
 - 8.2 Information technology related items must comply with all relevant policies of the Department.
 - 8.3 The Personal Protective Equipment donations must meet all relevant regulatory prescripts and must be accordingly certified.
 - 8.4 Please note that donation should not, in any way, be utilized to influence decisions made by officials of the Department.
 - 8.5 In instances where donations are made to assist officials under the employ of the Department, these must be deemed as private donations and the relevant employee donations declarations policy must be followed.
 - 8.6 The Department may also publish a donations register on the Departmental web site. Requests for confidentiality will be respected in this regard.
 - 8.7 District Offices must record all State of Disaster Related Donations in the District Donations Register to be submitted every Friday to the Assets Management Unit in Head Office for the duration of the State of Disaster. A template of the Donations Register will be sent to all District Offices.
- 9 Kindly bring the contents of this circular to the attention of everybody concerned.

Mr. G N NGCOBO

HEAD OF DEPARTMENT: EDUCATION

DATE: 26/4/22