

Donation of Astronomical Equipment to the Hampshire Astronomical Group

Introduction:

The Hampshire Astronomical Group is frequently asked if it would like to take possession of astronomical equipment no longer wanted by individuals or other organisations. These includes Group members, ex-members and their relatives and also members of the public.

Often there can be an emotional component to the donation such as death or illness of the previous owner and managing such offers may require appropriate sensitivity by the Group.

Before any donation of equipment can take place this must first be discussed amongst the committee and must include specifically a committee member who is also a member of the Group's instrument section.

Similarly, and before an acceptance is made to receive any equipment, a discussion must take place with the donor of that equipment and ascertain any restrictions associated with the donation. The decision to accept a donation should not take place if this creates an excessive burden to the Group or to a future committee.

In principle, any donation must be offered without conditions and this will give the Group the flexibility to dispose of the equipment at a future date in the same manner as it does with all other equipment owned by the Group.

Some considerations to guide a decision to accept a donation:

- Is there proof of ownership by the current owner/donor?
- Is there a Group need for the equipment offered?
- Is there much repair required to bring the equipment into use?
- Is there a maintenance cost (financial and other resources)?
- Is there storage space for the equipment?
- Are there any restrictions to the donation?
- Is there a need to inform our landlords of the presence of this equipment?
- Is there an insurance liability which needs to be conveyed to our insurers?

The decision to accept equipment must be made at a full committee meeting.

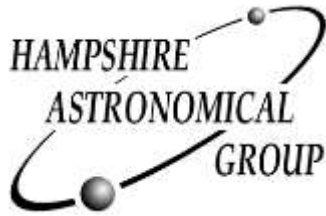
No member of the Group (including committee members) may accept a donation on behalf of the Group as they could effectively be creating significant liability for the Group.

When an offer of equipment is made to the Group a request for information that would appropriately inform the 'considerations' outlined above, should be made. The response from the donor will then guide the Group's decision.

Upon acceptance, a proforma letter will be sent to the donor for signing which acknowledges the Group's position on the donation of equipment and our thanks.

In the event of declining an offer, a sensitive letter will be sent by the secretary of the Group giving some explanation as to why the Group was not in a position to accept the donation.

Donation of Equipment V2.0
Ratified Committee Jan 2016



Donation of Equipment to Hampshire Astronomical Group

Thank you for your donation of equipment to the Hampshire Astronomical Group, we always endeavour to use donated equipment to its maximum capability within the fixed resources available to the Group in order that more people can access astronomy and the beauty of the night sky.

In order for this to be achieved we may either hold equipment on site for use at the observatory or loan such equipment out to members for their use at home in order to provide those individuals with greater access to the night sky.

There are occasions however, when we may strip equipment down and rebuild in order to bring it up to modern standards. In such cases the donated equipment may no longer look like the item donated but may still contain the 'heart' of the equipment – often the lenses and engineering. There will also be occasions where we may eventually sell or donate equipment where this is the best course of action for the Group and in order to get the equipment back into use through other organisations or people.

We hope you will appreciate that any donated equipment will be utilised by the Group in one or more of the above methods dependent upon the resources and demand for equipment at the time.

You can keep track of the activities of the Group by visiting our web site on www.hantsastro.org.uk or becoming either an Associate or Full Member.

With very best wishes

Chairman: Hampshire Astronomical Group

Donators Name:

Description Of Equipment.....

Signature:

Date: