

Public Gifts To The Schools

The following shall govern the acceptance of gifts, gratuities or donations to the schools:

Information Regarding Proposed Gift

Teachers or sponsors of school groups or organizations shall notify their principal immediately upon becoming aware that any individual or group intends to make a gift to the district. All gifts, whether to an individual school or to the district, shall become the property of the district.

Acceptability Criteria

Gifts shall be acceptable and the district will assume responsibility for maintenance if:

1. Gifts are of the type appearing on approved standard equipment lists.
2. Gifts are directly related or closely related to the instructional program.
3. Maintenance can be provided with no unusual equipment or activities.
4. Gifts to employ “regular” full- or part-time personnel will not be allowed.

Donations of Less Than \$5,000.00

Upon receipt of information by the principal of the proposed donation, the principal will determine whether the proposed gift meets the acceptability criteria of this regulation. If it does, the principal shall forward sufficient information to the superintendent for the superintendent’s consideration. This shall be done prior to actual acceptance. Gifts intended for the district as a whole shall be referred directly to the superintendent.

1. The superintendent will review the information and determine whether to accept or decline.
2. The principal (if involved) and the prospective donor shall be informed promptly of the superintendent’s decision and the donor thanked.
3. Gifts accepted under the authority of the superintendent will be reported to the Board.

Donations of \$5,000.00 or More

Upon receipt of information by the principal of the proposed donation, the principal will determine whether the proposed gift meets the acceptability criteria of this regulation. If it does, the principal shall forward sufficient information to the superintendent to enable Board consideration. This shall be done prior to the actual acceptance. Gifts intended for the district as a whole shall be referred directly to the superintendent.

1. The superintendent will review the information and present it to the Board, together with a recommendation to accept or decline.
2. The principal (if involved) and the prospective donor shall be informed promptly of the Board's action and the donor thanked.

Class Gifts to Schools

The procedure for class gifts to schools shall be as follows:

1. Upon receipt of information of the proposed donation from a class, the principal shall determine the feasibility and practicality of the proposed gift. If it is a matter requiring construction, installation or rearrangement of district equipment or facilities, the principal shall secure prior approval from the superintendent.
2. The superintendent shall cause an application for acceptance of the gift to be completed and forwarded to the Board, together with a recommendation to accept or decline.
3. Only the Board shall be authorized to accept class gifts on behalf of the district.

Approved: 1971
Revised: April 2, 1979
Revised: January 2001