

## **GIFTS/DONATIONS**

1. All district and school staff or sponsors of school organizations who learn that a group, organization or individual intends to make a gift to the district or to a school shall notify their principal or department director immediately and direct the potential donor to the principal or director. Gifts that the donor already possesses at the time the intention is stated and gifts intended to be purchased or otherwise obtained shall be reported.
2. After the prospective donor or representative contacts the principal or director and supplies any necessary information about the proposed gift, the principal or director shall determine its appropriateness. If it is related to the educational purpose or other activities or programs of the school or district, the principal or director should determine whether it meets relevant district requirements.

The principal or director will consult with the district facilities services department to determine if proposed gifts are of the type appearing on district equipment standards lists or are sufficiently similar so that they will not create excessive maintenance problems. The district will assume responsibility for maintaining gifts requiring maintenance only if they meet this standard.

Facilities services must also be consulted when installation and/or rearrangement of existing facilities is involved. Installation expense must be determined as well as who will pay for the installation.

The instructional support/technology services department shall be consulted about specifications, cost and delivery time for technology-related gifts to determine if proposed gifts are of the type appearing on district equipment standards lists or are sufficiently similar so that they will not create excessive maintenance problems or if this will help the proposed donor in selecting or ordering a gift.

3. Gifts intended for the district as a whole and any gift over \$1,000 in value shall be referred to the central office if the principal or director believes they should be accepted.
4. For any proposed gift that is to be referred with a recommendation to the central office, the principal or director will prepare an "Application for Acceptance of Gift" form. This should be sent to the superintendent's office after being reviewed by any central support administrators whose functions might be affected by acceptance of the gift.
5. After the central support administrators have commented, the superintendent will review the "Application for Acceptance of Gift" form and present it to the Board with a recommendation to accept or decline.
6. Donors shall be informed promptly after their gifts have been accepted and thanked by either the principal, director or the Board (whichever has accepted the gift).
7. All accepted gifts become the property of the district and are to remain at the school or site they were originally intended for unless permission to move or remove them is given by the superintendent or designee.

8. Staff members shall not present students with gifts or privileges which could be interpreted as endowing them with a special status other than privileges earned through competition or regularly established programs or through their own academic or other school achievements.

Approved prior to 1985

Revised January 9, 1991

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