

Computer / Technology Donation Procedures

This document describes the steps to be completed for computers and other technology equipment to be donated by a corporation, a business or a private individual to the Simsbury Public Schools.

1. All computer donations will be handled the same whether from a corporation, a business or a private individual.
2. All donation offers should be referred to the school principal or his/her designee.
3. The Director of Systems Technology or his/her designee will contact the DONOR to gather technical information about the donation and explain our donation process.
4. Designated members of the technology staff will review technical information about the donation. Donations may be rejected due to age and/or processor speed, make and/or proprietary components, physical and/or operating condition or other reasons.
5. If a donation is declined, the Director of Systems Technology will notify the DONOR in writing of the reason(s) the donation is not being accepted.
6. When a donation is accepted, the donated equipment will be placed in an area of greatest need keeping in mind the intention of the DONOR.
7. If the donated item(s) has a net value of less than \$1,500, the Director of Systems Technology will write a thank you letter to the DONOR and send a copy to the Superintendent of Schools.
8. If the donated item(s) have a net value of \$1,500 or more, the donation will be handled through the Business Manager's office in accordance with established gift giving policy and procedures.
9. If the donation is from an individual, a letter acceptable for tax purposes, including fair market value of the donated computers at the time of donation will be supplied upon request.
10. If the donation is from a business firm that requests tax credit documentation, they will need a *computer donation agreement* (see attached).

The computers must be new or not more than two years old at the time of donation. They must be in good working condition.

Please note that if computers are donated to an individual school within a district, including a magnet school, the local or regional board of education of that district must accept them on behalf of that school.

The firm donating the computers will also need to complete the "Computer Donation Credit Application" - State of Connecticut, Department of Revenue Services, Form CT-CDC (see attached).

11. If a parent organization expresses a desire to buy technology-based products including but not limited to computer hardware, software and/or peripherals for specific school or for the district, both the Director of Instructional Technology and the Director of Systems Technology need to be involved in the planning and decision-making process. The Directors will ensure that the gift is consistent with existing technology, planned technology improvements and the instructional needs of the school and/or district.
12. If a parent organization expresses a desire to buy materials for a Library Media Center including, but not limited to, books, videos, CD-ROMs and/or DVDs; the Library Media Department Supervisor or his/her designee needs to be involved in the planning and decision-making process. The Library Media Department Supervisor or his/her designee will ensure that the gift is consistent with the existing collection, planned acquisitions and the instructional needs of the school and/or district.