Crosslake Community Schools District 4059

MSBA/MASA Model Policy 706
Orig. 1995
Revised: April 2022

Approved:

706 – CONTRIBUTIONS, FUNDRAISING, AND ACCEPTANCE OF GIFTS

(DRAFT – recommended for adoption September 28, 2026)

This 2026 revision updates the district's existing Policy 706 (Acceptance of Gifts, last amended April 2022) to add fundraising and scholarship-fund procedures; Paula — carry forward the original adoption date from the current 706 on the website.

I. PURPOSE

The purpose of this policy is to welcome donations and community support while ensuring every gift and fundraiser flows through the district, is recorded accurately, and can stand up to an audit.

II. GENERAL STATEMENT OF POLICY

All contributions to CCS — monetary and in-kind — and all fundraising conducted in the district's name are received, approved, and accounted for by the district under this policy.

III. ACCEPTANCE OF GIFTS

A. All gifts are documented on the standard CCS Donation Form: donor information, monetary vs. in-kind, the donor's stated fair market value, and a signed donation agreement. The form's School Use Only block records acceptance, Board approval, the acknowledgment sent, and entry in the district's donation register.
B. Gifts are accepted by Board action; the Superintendent may accept routine gifts and report them to the Board at its next regular meeting.
C. Every donor receives a written acknowledgment; the district provides tax exemption documentation on request (HR/Business Manager).
D. Gifts with conditions (naming, restricted use, ongoing costs) require Superintendent review before acceptance; gifts may be declined if the conditions do not serve the district.
E. In-kind donations of goods or services follow the same form and register; vendor paperwork showing a dollar amount is zeroed out or clearly marked as donated before filing — CCS does not pay invoices for donated goods.

IV. FUNDRAISING

A. Fundraisers conducted in the district's name require advance approval by the school principal (school-level) or Superintendent (district-level); community event fundraisers run through the School and Community Events committee structure.
B. All proceeds are deposited with the district promptly and in full — no outside accounts. Funds are coded by the HR/Business Manager to the correct fund and course code; community-service activity is accounted

for in Fund 04.
C. Student participation in fundraising is voluntary and never affects a student's grades or access to programs.
D. Crowdfunding or online campaigns on behalf of CCS require the same advance approval and route funds to the district.

V. SCHOLARSHIP FUNDS (INCLUDING RED CROSS BLOOD DRIVE SCHOLARSHIPS)

A. Scholarship funds earned by hosting Red Cross blood drives flow through CCS: revenue and expense are accounted for in Fund 04 (community service), course code 098.
B. Awards are paid to the recipient (per current Red Cross practice) through the district's payment system: an invoice with the recipient's name, amount, and reason is emailed to crosslakekids@bill.com for processing.
C. Funds for recipients not yet enrolled in post-secondary coursework are held by the district until needed; the blood drive coordinator (Food Service Manager) tracks eligibility and requests disbursement.

VI. CONFLICTS AND TRANSPARENCY

Donations may not be accepted in exchange for enrollment preference, contracts, or any personal benefit to staff or board members; questions are reviewed under Policy 210.1. The donation register is available to the Board and the auditor.
Legal References: Minn. Stat. ch. 124E (Charter Schools); Minn. Stat. § 465.03 (Gifts to Political Subdivisions); Minn. Stat. § 124E.14 (Conflicts of Interest); UFARS fund accounting guidance (Fund 04)
Cross References: Policy 210.1 (Conflict of Interest); Policy 721 (Procurement); CCS Donation Form; CCS purchase order procedure; MSBA/MASA Model Policy 706