

Business/Non-Instructional Operations

Gifts, Grants Bequests and Memorials

The Superintendent of Schools shall be authorized to accept or decline, on behalf of the Board of Education, any gift of money and/or property, grants, bequests and memorials to the school system valued at \$1,000 or less and shall inform the Board of such gifts, grants, bequests and memorials. Contributions of gifts, equipment or services in excess of \$1,000 in value or that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, or special requests by donors shall be presented to the Board of Education for approval. Gifts, grants, bequests and memorials from the PTO, however, shall be brought to the Board at the discretion of the Superintendent.

Review and approval of gift, grants, bequests and memorials shall adhere to Board Policies [1324](#) and [7551](#) and the following guidelines:

1. Gifts, grants, bequests and memorials deemed eligible for acceptance may include money, services, programs, equipment, furniture, works of art, library materials and/or other items of value.
2. Anticipated gifts, grants, bequests and memorials shall not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities.
3. School staff and the educational program shall be safe-guarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.
4. Public recognition for received gifts, grants, bequests and memorials shall be appropriate and balanced.
5. Gifts and equipment contributed to the schools shall become the property of the Board of Education and subject to the same controls and regulations that govern the use of other district-owned property. All gifts and equipment become the sole property of the Board of Education and shall be used and expended at the Board of Education's discretion. The Board shall consider the special requests of donors before the acceptance of any gift and evaluate the donor's requests in light of the laws of this state, the policies and procedures of the school district, and the short and long-term interests of the district. The Board retains the prerogative of deciding how the donation shall be used and/or refusing any donation that requires major alterations to a physical plant, causes any future indebtedness, increases the Board's liability or any other considerations. At no time will the Board be responsible for maintenance and/or replacement of any accepted item.

Legal Reference: Connecticut General Statutes

[7-194](#) Powers.

[10-9](#) Bequests for Education Purposes

Policy adopted: February 24, 2014

Policy revised: November 21, 2017

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Business/Non-Instructional Operations**Gifts, Grant, Bequests and Memorials****Protocols for gifts, grants, bequests, memorials, donations:**

1. The organization (i.e. PTO) or individuals making the request will review proposed gift/purchase/donation with building administration.
2. The initial request will be reviewed by the building administration looking for alignment with positive student learning outcomes and curricular connections aligned with BRS.
3. Building administration will review technology related donations (i.e. printers, computers, software, cameras) with the Information Technology Manager. The Information Technology Manager will check for compatibility with existing hardware and the network. The Information Technology Manager will also determine if there are additional costs related to installation, licenses, supplies, maintenance, etc. The Information Technology Manager will communicate findings back to building administration.
4. Building administration will review equipment related donations (i.e. furniture, shelving, structural items, playground equipment, items requiring installation, items requiring electricity) with the Facilities Manager. The Facilities Manager will check for compatibility with existing systems and building layout. The Facilities Manager will also determine if there are additional costs related to installation, licenses, supplies, technicians, re-wiring, upkeep/maintenance, etc. The Facilities Manager will communicate findings back to building administration. The Facilities Manger via consultation with the Superintendent shall bring matters that involve substantive alteration to buildings or grounds to the BOE Facilities Committee for review and approval by the Board of Education.
5. At all times the Superintendent has full discretion in granting or denying gifts, grants, donations. Any request that requires additional costs that impact the LEA budget will need to be reviewed by the Superintendent and the Director of Business and Operations who in turn will consult with the BOE.