

GIFT ACCEPTANCE GUIDELINES

The Board of Education appreciates the public support it receives for the district's schools in the form of gifts, grants and bequests.

In that spirit, the board requests that anyone wishing to make a gift/donation to a school do so through the appropriate building principal or central office administrator. Once the principal or administrator receives information about a gift/donation, he/she will review it to determine if the gift/donation requires:

- Professional development or staff training
- Installation and/or construction work
- Coordination of scheduling work
- Ongoing maintenance/replacement

or impacts the:

- Equity across all schools
- District-wide curriculum
- District and/or school computer network

If the gift/donation requires and/or impacts the aforementioned items, the principal or administrator will provide the superintendent with a written report detailing a description of the gift, its intended use and other pertinent information. The superintendent will review the report, determine next steps, and then communicate those next steps to the principal or administrator who submitted the report. The next steps may include identifying whether the district or an outside vendor will oversee the installation/completion of any work associated with the request if it is accepted/approved. If the district is going to perform the work, the superintendent or designee will provide the donor and principal or administrator with a timeline for completing it following acceptance/approval. If an outside vendor is going to do the work, the superintendent or designee will help the donor and principal or administrator identify potential vendors whenever possible following acceptance/approval. While the donor will be responsible for contracting with and paying the vendor, the superintendent or designee will review any agreement submitted by the vendor before it is signed/executed to ensure that it complies with any laws, policies or practices that govern performance of the work in a public school district. Depending on the nature/complexity of the request, the superintendent will provide the principal or administrator with his/her response to the report within five days of receiving it.

After receiving the response from the superintendent, the principal or administrator will contact the individuals making the gift/donation and provide them with an update on the status of their offer. This update will be issued within five business days of receiving the superintendent's response whenever possible.

There will also be instances when a gift/donation request will need to be vetted by the Board of Education. For example, any item with a total value of \$500 or more must be presented to the board for acceptance/approval. In those cases, the superintendent will provide the board with a

copy of the written report from the principal or administrator for its consideration. Per its standard practice, the board will review this report/request at one of its meetings, and vote on its approval/acceptance at a subsequent meeting. The board secretary or a designee will notify the donor and/or the principal or administrator who submitted the report about the board's decision regarding the request within 48 hours if possible.

If the board approves/accepts the gift/donation, the superintendent or designee will work with the donor and principal or administrator who submitted the report to determine what everyone involved must do to fulfill the request. There will be regular communication among the parties involved throughout the fulfillment process to help ensure that they are all fully apprised of its status. The parties will work together to determine the timing and methods to be used for communicating updates.

While the board does not need to accept/approve any items under \$500, it does want to publicly acknowledge people's generous gifts/donations to the district. With this in mind, every school within the district will provide the board with an information only report each trimester that lists the gifts/donations it received during that time period. The principal or designee from each school will coordinate the delivery of these reports with the board secretary.