

The Minidoka County Joint School District No. 331 will accept contributions of money, equipment, instructional materials and service which have educational value to the district.

**Provisions:**

In order to establish a procedure and implement the above policy, the following provisions are in effect:

1. Gifts may be made directly to individual schools, or to the District.
2. The individual providing such donation (donor) may specify the purpose for which the funds will be used, or may leave that optional with the District or individual school.
3. Whenever a gift or donation is made, the District administrator will provide assurance to the donor that the request will be respected and used as specifically requested by the donor. All donations of money, property or equipment will be shown on the attached "Acknowledgment of Gift" form, mailed to the donor's most recent address, or given, if possible, at the time the donation is received. A copy of the "Acknowledgment of Gift" form will be sent to the District Central Office and a copy retained by the administrator receiving the gift. This form must be completed regardless of the gift amount.
4. It is required that all monies thus received are to be properly accounted in the District's accounting procedures, and deposited into the dedicated accounts.
5. Since the District and its employees cannot, and must not, acknowledge value, except in terms of cash donations, the attached form entitled "Acknowledgment of Gift" will convey a complete listing of the property or equipment thus donated, upon which the donor shall establish an amount.



**LEGAL REFERENCE:**

**ADOPTED: Original Adoption Date Unknown**

**RATIFIED: September 18, 2006**

**AMENDED/REVISED:**

**ATTACHMENT: "Acknowledgement of Gift" form**

Minidoka County School District #331

**ACKNOWLEDGMENT OF GIFT**

Minidoka County Joint School District No. 331 gratefully acknowledges the receipt of the hereinafter described cash or property from:

\_\_\_\_\_

The District acknowledges receipt of the cash or property as a charitable gift on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and expresses its appreciation for the same.

Description of Gift \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If dedicated to a project or program, so indicate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated this day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
District Representative