

POLICY TITLE: **Soliciting and Accepting Grants or Donations - Procedure**

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D505.35P
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Minidoka County Joint School District # 331

Any staff, administrators, school-related groups, or members of the public seeking grants or donations on behalf of the school or for the benefit of the school and/or its students should adhere to the following:

1. First discuss such request with your supervisor, the building principal or the Superintendent. Please note that this procedure applies to online donation solicitation sites such as Go Fund Me and Donors Choose, as well as program grants not provided by the State, such as ARTEC grants.
2. Review and comply with Policy #505.35.
3. You must fill out a Grant Donation Form #505.35F and have it approved prior to final submission of the application.
4. Make sure that any funds received from grants are made out to the school or District NOT the employee.
5. **Items purchased with funds procured as an employee of the District belong to the District not the grant writer.**