

**WYANDOTTE PUBLIC SCHOOLS
PROCEDURES**

7000.03

Gifts, Bequests and Donations

1. The School District accepts gifts of equipment, teaching supplies, books, printed materials or other items which may be used to support the goals and objectives of the District, its curriculum, and/or co-curricular programming, with the understanding that such items become the property of the District and may be used or disposed of at the discretion of the District.
2. All gifts must be preapproved by the Superintendent and/or his/her designee prior to purchase or donation. The District reserves the right to refuse any gifts or donations that do not meet the goals and objectives of the District, its curriculum, and/or co-curricular programming.
3. Gifts are not accepted with any conditions attached. Materials or artifacts given to the District become the property of the District.
4. Memorial contributions of money are encouraged. District staff will consult with the donor about how money is to be spent. Memorial contributions are only accepted if the materials specified for purchase fall within the parameters of all appropriate governing policies.
5. The District will acknowledge each donation with a note of thanks. The acknowledgement will list the amount or items donated, but District staff cannot judge the value of any donated items. The donor must estimate the value or obtain an independent appraisal to claim any anticipated income tax deduction.