

**Lower Merion School District**

Policy No.:	702
Section:	PROPERTY
Title:	GIFTS, GRANTS, DONATIONS
Date Adopted:	3/21/88
Date Last Revised:	11/19/18; 4/24/06

**702 GIFTS, GRANTS, AND DONATIONS**

The purpose of this policy is to create parameters as well as a procedure by which gifts, grants, or donations may be accepted or rejected by the District.

Definitions

**“Gifts, grants, or donations”** (also referred to herein as simply “gift” or “gifts”) shall mean anything presented without cost to the District, including money, services and other non-monetary contributions.

A **“Commemorative Gift”** is any non-monetary donation made by any party other than the District that is intended to memorialize an individual or group.

A **“Commemorative Fund”** is any donation of money for the benefit of District students made by any party other than the District that is intended to memorialize an individual or group.

Parameters and Procedure

- A. All gifts, grants, and donations to the District are subject to prior approval of the Board and shall not be deemed accepted by the District until the Board’s acceptance thereof by resolution passed at a regular, public meeting.
- B. The Board reserves the right to refuse to accept any gift, grant, or donation, which in its judgment is not appropriate, which does not contribute toward the achievement of the goals of the District, or which would tend to adversely affect the District. The Board of School Directors shall reserve the right to refuse any gift, grant, or donation that requires the District to serve in a fiduciary role, such as a holder of a Commemorative Fund, for more than one year.
- C. Any gift, grant, or donation accepted by the Board shall become the property of the District, may not be returned without the approval of the Board of School Directors, and is subject to the same controls and regulations as are other properties of the District.
- D. The District shall be responsible for the maintenance of the gift, grant, or donation it accepts unless otherwise stipulated.
- E. The Board of School Directors shall make every effort to honor the intent of the donor in its use of the gift, grant, or donation, but reserves the right to use any gift it accepts in the best interest of the educational program of the District.

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F. In no case shall acceptance of a gift, grant, or donation be considered to be an endorsement by the Board of School Directors of a commercial product or business enterprise or institution of learning.

G. The Board also reserves the right to remove or otherwise discontinue the recognition of an individual or group if determined that the individual or group has engaged in any act of moral turpitude, regardless of whether such act violates any criminal statute or results in a criminal indictment or charge.

H. The Board may require the donor of services to execute a written document setting forth the scope and nature of the service and to make provision for insurance. The Board reserves the right to discontinue services donated to the District at its discretion.

I. Additional Requirements for Accepting Technology Equipment Donations

1. All donated technology equipment must meet technical requirements as established and updated periodically by the Director of Information Systems
2. Criteria for measuring the technology equipment's ability to perform the essential functions will be established by the Director of Information Systems.
3. All accepted donations will become the property of the District to be used exclusively in the school program.
4. Methods for the collection of any donated technology equipment will be at the discretion of the District.
5. Upon request, the District will provide receipts for donated technology equipment. No value will be estimated or provided on the receipt.

J. Additional Requirements for Commemorative Funds

All Commemorative Funds must:

1. Be in concert with the District mission statement
2. Be in accordance with all federal, state, and local laws.
3. Be in accordance with all District policies
4. Specify duration of gift.
5. Exist independent of instructional time or District resources and public funds.

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K. Additional Requirements for Commemorative Gifts

All Commemorative Gifts must:

1. Be in concert with the District mission statement
2. Conform to community tastes and values
3. Be in accordance with all federal, state, and local laws.
4. Be in accordance with all applicable zoning regulations.
5. Be in accordance with all District policies.
6. Itemize initial costs and estimate fixed and long-term costs.
7. Identify financial resources to be used to pay for construction/maintenance.
8. Exist independent of instructional time or school/District resources and public funds.

The Superintendent shall:

- A. Counsel potential donors as to the appropriateness of gifts;
- B. Encourage individuals and organizations considering a contribution to a school to consult with the principal before appropriating funds to that end;
- C. Acknowledge the receipt and value of any gift accepted by the Board of School Directors;
- D. Prepare fitting means for recognizing or memorializing gifts to the District; and
- E. Record gifts which have been accepted in the appropriate inventory listing and property records.
- F. Establish an application process for Commemorative Gifts.
- G. Establish an application process for Commemorative Funds that require the applicant to provide the following:
  1. Statement of educational relevance;
  2. The conditions and qualification to become a recipient;
  3. The extent the District will be involved in the decision-making process as to awarding of fund monies; and
  4. Clear delineation of how funds/gift will be dispersed and who will be accountable.

Pennsylvania School Code §216, 216(a), 216(c)