

Mansfield Independent School District
 Finance Manual
 Section 13
 Monetary Donations, In-Kind Gifts, & Gift Cards

13.1 Acceptance of Gifts, Donations and Bequests

13.1.1 The school district may receive gifts, donations and/or bequests (“gifts”). The term “gifts” includes in-kind gifts. The following factors will be considered by the district when deciding to accept or reject gifts:

- 13.1.1.01 Does the gift have a purpose that furthers the mission of the district?
- 13.1.1.02 Does the gift place restrictions on the district’s use of the gift?
- 13.1.1.03 Does the gift imply an endorsement of any business or product?
- 13.1.1.04 Does the gift have unsustainable, ongoing expenses that require substantial funding?

13.1.2 The school district shall not accept a gift that contains restrictions or conditions that conflict with local, state or federal laws, district policies or contracts to which the district is a party. The school district shall not accept a gift which, in its sole discretion, it determines to pose a risk to the health and/or safety of the district’s stakeholders.

13.2 Regulation & Procedure for Reporting Monetary Gifts & Donations

<i>\$ Amount</i>	<i>Action/Approval</i>	<i>Budget</i>
Less Than \$2,500	Report to Business & Finance Department by submitting the appropriate Intent to Accept form via Eduphoria. Principal/Department head must approve.	Gift or donation may be kept in campus or student activity account or presented to Business & Finance Department to establish a budget code and account.
Greater Than \$2,500 but Less Than \$25,000	Report to Business & Finance Department by submitting the appropriate Intent to Accept form via Eduphoria. Superintendent must approve.	Gift or donation must be presented to the Business & Finance Department to establish a budget code and account.
Greater than \$25,000	Report to Business & Finance Department submitting the appropriate Intent to Accept form via Eduphoria. Board must be notified.	Gift or donation must be presented to the Budget Department to establish a budget code and account.
In-Kind Technology Donation of any amount.	Report to Business & Finance Department by submitting the appropriate Intent to Accept form via Eduphoria. In addition to approvals stipulated above donation must be approved by Technology Department.	Gift or donation must be presented to the Budget Department to establish a budget code and account.

13.3 Acceptance of Gift Cards or Gift Certificates

- 13.3.1 The school district shall not accept at any time into our custody gift cards or gift certificates. If the gift cards were to be passed onto MISD staff this 'monetary' gift would need to be included in the staff person's annual earnings and accounted for on their W-2. The district does not have the capacity to undertake this endeavor.
- 13.3.2 We very much appreciate the support of our local community and thank them for the lengths they go to show appreciation to our teachers and staff. If you are approached by a community business please put them in contact with the MISD Communications & Marketing department. They will assist them with information concerning our MISD Marketplace and PERKS programs.
- 13.3.3 Gift cards passing directly from the hands of a community business to an employee are allowable, assuming no conflict of interest issues are raised, if they do not at any time pass through MISD. District personnel may not pass out donated gift cards or certificates and MISD 'mailboxes' may not be made available to the donor. Gift cards must be handed directly to the MISD employee by the donating business or mailed by the donor to the employee's home. Again, the best approach is to refer any local business who wishes to show their appreciation to MISD staff to the MISD Marketing and Communications Department. They will assist the community business in pursuing the best option for all parties.

13.4 Setting Up a Donation Account

- 13.4.1 Prior to opening the account, Frost Bank needs to know the following.
- 13.4.1.01 Will Frost's name be used in the media coverage? (It is okay to use the Bank's name, but the account number should not be publicized.)
 - 13.4.1.02 Has the situation aroused community support?
 - 13.4.1.03 Verify their will be follow-up coverage by media.
 - 13.4.1.04 What TV stations or radio stations will be involved, including reporters' name?
 - 13.4.1.05 Who will sign on the account? (We prefer that the signer be the next of kin.)
- 13.4.2 To open the account, Frost Bank will need the following.
- 13.4.2.01 Valid photo ID from the person opening the account
 - 13.4.2.02 Social security number. If the beneficiary is living, use his/her social security number. If the beneficiary is deceased, it is permissible to use the social security number of the trustee.
 - 13.4.2.03 Street Address
- 13.4.3 Additional information in regards to the account once it has been opened.

- 13.4.3.01 Advise the Trustee that all checks deposited should be made payable to the victim's fund (e.g., John Doe Fund). Do not make checks payable to Frost Bank.
- 13.4.3.02 There is a *Benefit/Memorial Account Media Coverage* form for the Trustee to take it to all media sources who will be covering the story.
- 13.4.3.03 For security purposes, ask the media not to publicize the account number. It is okay to indicate that the benefit account has been opened at Frost and donations will be accepted at all Frost Banks.
- 13.4.3.04 Notify our telephone customer service of the account opening, which will include the name, account number and date opened.