



Boulder Valley School District

File: KH

Adopted: August 14, 1986

Revised and Adopted: February 25, 1993, May 24, 2005

Associated Regulation KH-R

PUBLIC GIFTS TO THE SCHOOLS AND THE SCHOOL DISTRICT

Any person or legal entity wishing to make a gift to the schools of the District or to a particular school or employee in the District shall submit to the Superintendent of Schools or designee a statement giving information relating to the nature of the gift and its proposed use. Gifts may include cash, real or personal property, services, or in-kind contributions. The Superintendent and the Board of Education are appreciative of those who want to give gifts to the School District.

The School District reserves the right to accept or decline the proposed gift, based upon established principles. The primary basis for these principles is the constitutional responsibility of the Board of Education to provide equal educational opportunity for all students.

The basic principles of this policy apply to gifts to an individual school or school-sponsored group and gifts to the School District. All gifts to be received by a school will be reviewed using the budget decision-making process at the school. Priorities for the use of gifts will be set in conformance with this policy and applicable conditions upon which a gift has been accepted by the School District.

Basic Principles Governing Gifts to the School District Specified for a Particular School

1. Gifts for equipment or services that are not likely to be acquired from public funds will be encouraged.
2. Gifts will not be used to substitute for regular funding requirements, but rather to enrich and supplement regular sources.
3. Gifts to employ non-licensed regular or temporary personnel will be allowed.
 - High schools using fund-raised dollars to employ non-licensed regular or temporary personnel shall be required to share ten (10) percent of the raised funds within the school community based on student need at the discretion of the principal.

- Elementary, middle and K-8 schools using fund-raised dollars to employ non-licensed regular or temporary personnel shall be required to share ten (10) percent of the raised funds with the school district. The share shall be collected and redistributed to schools impacted by thirty (30) percent or greater free and reduced lunch in an amount proportionate to the schools' total enrollment.
4. Gifts to employ non-licensed or licensed regular or temporary personnel will be allowed for fine- and performing-arts activities at the secondary level.
 5. Gifts to employ licensed regular or temporary personnel will be allowed for staff development that does not provide direct services to students and for occasional use of substitute teachers at the elementary and secondary levels.
 6. Gifts to employ personnel for athletic coaches will not be allowed.
 7. All gifts to employ personnel shall only be used to supplement, but not supplant, regular sources.
 8. All gifts received by schools to employ personnel must be reported annually in the end-of-year report for review by the district accountability committee. Reporting shall include amounts, person or group donating, and the uses made of the gift.
 9. Gifts of property or services that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds, will be discouraged.
 10. Gifts on a matching basis requiring money, property, or services by the District will be discouraged due to differences in the resources of various schools and/or organizations.
 11. Cash gifts will be managed by the Accounting Department.

Basic Principles Governing Gifts to the School District

1. Gifts to the School District for equitable distribution to schools for a purpose determined by the Superintendent and the Board of Education will be encouraged.
2. The Superintendent and the Board of Education will consult with the donor in determining the use and allocation of gifts to the School District.

3. Gifts for equipment or services that are not likely to be acquired from public funds will be encouraged.
4. Gifts of property or services that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds will be discouraged.
5. Gifts available to employ "regular" full- or part-time personnel will be encouraged but subject to a determination of appropriate use by the Superintendent of Schools.
6. Gifts to the School District become the property of the District and are subject to the same controls and regulations that govern the use of all District-owned property.
7. Cash gifts will be managed by the Accounting Department.

The Superintendent of Schools has the authority to accept gifts, consistent with the basic principles, which are of a value of less than \$10,000.01. The Superintendent will develop and implement administrative guidelines that establish the format and procedures to be followed by potential donors.

Procedures will include the following:

1. Gifts of less than \$1,000.00 to a single school, consistent with stated basic principles as provided in this policy, will be accepted by the authority of the principal; gifts accepted under the authority of the building principal will be reported to the Superintendent.
2. Gifts in excess of \$1,000.00 but less than \$10,000.01 will be accepted by the authority of the Superintendent.
3. Gifts over \$10,000.01 will be presented to and acted on by the Board of Education.
4. When a gift has been accepted, it will become the property of the District.
5. At the time of acceptance, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District.
6. All gifts received by schools or school-sponsored groups must be reported to the Superintendent of Schools at the end of each semester.

Reporting shall include amount or description of the gift, person or group donating, and the use made of the gift, including the name of the recipient staff member or group.

LEGAL REF.:

C.R.S. & 22-44-101 through 116, Budget policies and procedures

CROSS REF.:

KHA, Solicitation of gifts and donations

GDA-R, Support staff positions

KBE-R, Relations with parent organizations

End of File: KH