

**DOUGLAS COUNTY SCHOOL DISTRICT NO. 4**  
**ROSEBURG PUBLIC SCHOOLS**  
**Roseburg, Oregon**

September 1, 2016

**2016-17**  
**BULLETIN NO. 5**

**TO:** Administrative Staff  
**FROM:** Gerry C. Washburn, Superintendent  
**RE:** **DISTRICT POLICY KH - PUBLIC GIFTS TO THE DISTRICT**

School District Policy KH reads as follows:

The Board may accept money or property donated for the use or benefit of the district and use such money or property for the purpose for which it was donated.

All gifts of money, property or equipment shall be reported to the Board and the Board shall accept the gifts on behalf of the district. Said gifts shall be expended or used for the purpose for which they were intended. Donated property and equipment shall be entered into the district records for the purpose of insurance and inventory.

In order to better conform with the above district policy and to respond in a more timely manner, school personnel will process the acceptance of gifts as follows:

1. Within one week of the receipt of a gift, complete the Gifts to the District report form and forward the form to the Business Office. The turn-around time between the time a building receives a gift and the submission of the form to the Business Office is one week to meet board packet deadlines. The form should be as complete as possible including a description of the gift and the name and the current address of the donor.
2. Upon receipt of the Gifts to the District report form, the superintendent will submit the information to the School Board for consideration at its next meeting. Please do not hold the Gifts to the District report forms and submit them at the end of the semester or at the end of the school year. Board policy requires a timely turn-around between the receipt of the gift, notification to the School Board and by the school district to the donor for the receipt of the gift.

3. Following School Board action, the superintendent's office will send out a thank-you note to each gift donor acknowledging the district's appreciation for the gift.

A copy of the Gifts to the District form is attached. Please reproduce this form as needed and be sure that for each gift of materials or services received, a separate form is completed and submitted to the superintendent's office.

Attachment - Gifts to the District Form

CW/jlk  
bull-5-2016

**DOUGLAS COUNTY SCHOOL DISTRICT NO. 4**  
**ROSEBURG PUBLIC SCHOOLS**  
**Roseburg, Oregon**

**GIFTS TO THE DISTRICT**

Report to the Business Office

Directions: This report is to be submitted to the Business Office for each gift of material or monetary value. The report is to be submitted as gifts are received.

**School Board Policy KH - Public Gifts to the District**

The Board may accept money or property donated for the use or benefit of the district and use such money or property for the purpose for which it was donated. All gifts of money, property or equipment shall be reported to the Board and the Board shall accept the gifts on behalf of the district. Said gifts shall be expended or used for the purpose for which it was intended. Donated property and equipment shall be entered into the district records for the purpose of insurance and inventory.

\* \* \* \* \*

School \_\_\_\_\_ Date \_\_\_\_\_

Gift \_\_\_\_\_

Donor(s) (Include sufficient information for the school board to respond)

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Approximate Value \_\_\_\_\_

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Designated Use (if any) \_\_\_\_\_

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Special Conditions (if any) \_\_\_\_\_

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\* Please retain this receipt for your tax records. Taxpayer ID #93-6000409  
No goods or services were provided in consideration of this contribution.