

**Administrative Procedures for Policy #5750 (Business)
Regarding Procedures for Donations**

I. Definitions

- A. Donations – equipment, materials, money, or improvement to real property given to the school system for use with education programs or extracurricular activities
- B. Improvement to Real Property – materials and/or labor used to alter, modify, or renovate the physical appearance or structure of a school site or facility

II. General Guidelines

- A. Any individual or organization wishing to donate to CCPS must provide the following information:
 - 1. Identification of the individual(s) or organization making the donation
 - 2. A description of the donation
 - 3. If other than monetary, the estimated cost and/or value of the donation
- B. To be acceptable, a donation must:
 - 1. Have a purpose consistent with the mission and goals of CCPS
 - 2. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff time, maintenance, budget, materials, etc.) to CCPS
 - 3. Place no unacceptable restrictions on education programs, extracurricular activities, or CCPS
 - 4. Not endorse, either explicitly or implicitly, any business or product
 - 5. Not begin, continue, or reinstate a program which CCPS is unwilling or unable to consider funding when the donated funds are exhausted
 - 6. Meet all applicable federal, state, local, and CCPS regulations/guidelines
 - 7. Meet current industry certification and safety standards
 - 8. Satisfy all prescribed CCPS timelines
- C. CCPS reserves the right to decline any donation(s) at its sole discretion.
- D. All accepted donations become the property of CCPS.
- E. A written letter of appreciation will be sent to the originator(s) of accepted donations. For monetary donations, the letter will specify the dollar amount of the donation.
- F. Donations presented by an organization or individual from funds raised in a manner deemed incompatible with the mission of the school system may be refused.

- G. The provisions of these procedures do not apply to gifts to individuals, which are addressed by CCPS Policy #1740 Regarding Ethics.
 - H. All donations must be reported in writing to the Chief Finance Officer immediately upon receipt. The notification must include a description of the donation, the cost of the donation, and the date of receipt.
- III. Monetary Donations
- A. Monetary donations must be recorded, accounted for, and used for legitimate education-related purposes.
- IV. Equipment/Materials Donations
- A. Donation of technology hardware and software must be reviewed, inspected, tested, and approved by staff from the Department of Information Technology.
 - B. Donation of other equipment and materials must be reviewed, inspected, tested, and approved by staff from the School Facilities Department.
 - C. Any accepted donations of equipment and materials will be inventoried and distributed by CCPS as appropriate.
- V. Improvement to Real Property Donations
- A. If a donation constitutes an improvement to real property, the donor(s) and the Board of Education must execute a **MEMORANDUM OF UNDERSTANDING BY AND BETWEEN DONOR OF IMPROVEMENT TO REAL PROPERTY AND THE BOARD OF EDUCATION OF CALVERT COUNTY** prior to initiating any property improvement.