CONNEAUT SCHOOL DISTRICT
DISTRICT ADMINISTRATION OFFICE

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OFFICE OF THE SUPERINTENDENT

This Superintendent's Administrative Procedure outlines the requirements for the donation of gifts and bequests to the District including commemorative gifts, commemorative funds, and technology equipment.

General Procedure Offers of gifts and bequests to the District shall be directed to the Office of the Superintendent of Schools. Following review by the Business Office and any other appropriate staff members or administrators, such offers shall be presented to the Board of School Directors for confirmation at a regularly scheduled public meeting for gifts and bequests with a value over $100. The Board shall keep an accurate account of all gifts and bequests including the income arising from, the proceeds of, and the expenses of administering the same.

Commemorative Gifts All commemorative gifts must: Be in concert with the District's mission Conform to District and community values Be in accordance with all Federal, state, and local laws Be in accordance with all applicable zoning regulations Be in accordance with all District policies and administrative procedures Itemize initial costs and estimate fixed and long-term costs Identify financial resources to be used to pay for construction/maintenance Exist independent of instructional time or District resources and public funds

Commemorative Funds All commemorative funds must: Be in concert with the District's mission Be in accordance with all Federal, state, and local laws Be in accordance with all District policies and administrative procedures Specify the duration of the gift Exist independent of instructional time or District resources and public funds

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