

CCSD Administrative Procedures Regarding Gifts and Bequests

Pursuant to the School Board's Gifts and Bequests Policy (DFK), these administrative guidelines are to be utilized by CCSD staff in policy application:

Overview

Board Policy, Gifts and Bequests, Descriptor code: DFK, Effective 08.02.01, will be the governing authority.

The Cherokee County Board of Education will accept or deny donations from any source.

Evaluation of Donations

The Chief Financial Officer (CFO) is authorized by the Superintendent to determine whether any donation is accepted or denied, based on the following evaluative parameters:

- Is the donation from a legitimate source?
- Is the donation made without preconditions?
- Is acceptance of the donation aligned with the School Board's Mission and Major System Priorities?
- Will the donation benefit the students and/or staff of Cherokee County School District?

The answer to each of the questions above must be "yes" before the CFO will accept a donation on behalf of the School Board.

Donation Procedures

In order to assure compliance with state, federal and local laws, regulations and School Board policy, the following procedures must be followed relative to donations from any source:

1. When an individual or entity offers to donate goods, services or funds to a school or the school district, the CFO must be informed.
2. The CFO will request pertinent information regarding the donation.
3. If all parameters established above are met, the CFO will authorize acceptance of the donation and issue a letter to the donor acknowledging acceptance and thanking the donor on behalf of the School Board.
4. Relative to donations of equipment, furniture or other goods, a physical inspection will be required prior to acceptance.

In cases where the donation is not accepted, the CFO will issue a letter of explanation to the would-be donor.