

ADMINISTRATIVE REGULATION

No. 702

Board of Trustees Douglas County School District

PROPERTY

Gifts, Grants and Donations

Per NRS 386.390, the Board of Trustees shall have the power to accept on behalf of and for the school district, any gift or bequest of money or property for a purpose deemed by the Board of Trustees to be suitable, and to utilize such money or property for the purpose so designated.

The Douglas County School District may accept gifts, grants, and/or donations (herein after referred to as "gift" or "gifts") if the following criteria are met:

- (1) The gift must be appropriate and related to an educational or service function of the school district.
- (2) Any gift in the form of audio-visual equipment, library materials, books, special instructional equipment, electronic equipment, and computers must meet standards comparable to those already established for such items purchased by the Douglas County School District.

The donor of a gift to the Douglas County School District must agree to the following:

- (1) The gift becomes the property of the school district, but a suitable marker, or notation or sign may be made designating the source of the gift. Exceptions to this are gifts held in joint tenancy with other educational institutions or public agencies. Signage must be approved by the site administrator and superintendent or her designee prior to installation. The donor should be notified that signage is not permanent and may be removed at any time at the District's discretion.
- (2) At any time that the gift is destroyed, vandalized, lost or stolen, the District will not be required to incur any replacement costs. The District is not required to inform the donor of any such damage. However, should the donor be aware of such damage, and wish to pay for repair,

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maintenance or replacement, they may notify the site administrator.

- (3) If the gift is in cash to pay for a specific item, the specifications for such item will be established by or in agreement with the school district. Any agreement must be reviewed by the Director of Business Services prior to acceptance. In the event that such an agreement does not exist, Douglas County School District reserves the right to utilize any gift it accepts in the best interest of education as determined by the District.
- (4) If the gift is to provide funding for personnel, prior approval from the superintendent is required. Funds must be acquired in advanced for the equivalent of the salary and benefits necessary for one full year of service. The selection of a candidate for the position must meet all requirements of qualifications and licensing relating to the position and must follow the established procedures under HR for the application and employment process. Positions created under a special arrangement such as a gift or donation shall be one year at a time. The position shall be covered by the provisions of the negotiated agreement for the type of position created.

A gift may be refused for any of the following reasons:

- (1) The offer of a gift would initiate a service that the school district would not be able to continue due to excessive expense, operation and / or maintenance.
- (2) The offer of a gift would create an unreasonable inequality in the service rendered to a specific segment of the student population.
- (3) The offer of a gift would obligate any or all school district personnel to an individual, group or enterprise.
- (4) The offer of a gift to be used only by a specific employee of the school district.

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- (5) The offer of a gift which has no educational, cultural or aesthetic value.
- (6) The offer of a gift which is politically motivated or intends to further private financial gain for an individual, group or business.

The offer of an unusual or extremely valuable gift may be referred to the Board of Trustees for acceptance or rejection.

All gifts offered to individual schools shall be approved or rejected by both the site principal and Director of Business Services. Any rejected gifts may be referred by the site administrator to the Superintendent for final resolution. All gifts offered to the district for district wide use shall be approved by the Director of Business Services and Superintendent. All gifts accepted on behalf of the district will be reported to the Board of Trustees by the Superintendent.

[See Policy related to this Administrative Regulation](#)

Adopted: 11/07
Revised: 09/11