

## FINANCIAL MANAGEMENT

### Gifts, Grants, and Donations

#### 1. The Gifts, Grants and Donations (GGD) Policy Committee makeup and review procedure

The GGD Policy Committee shall consist of representatives of the stakeholders, including District Administration, Shoreline Principals Association, Shoreline Education Association, Shoreline Educational Support Professionals Association, Parent Teacher Association Council, Shoreline Public Schools Foundation, community and student Representatives. Committee members shall serve staggered terms.

The committee will meet a minimum of three times per year (more if needed) to monitor the receipt of all gifts and report to the board and superintendent after each meeting, or as requested.

#### 2. General Gift Acceptance Criteria

Any gift accepted by the district must meet the following criteria. Any gift:

- a. Must be consistent with the mission of the school district.
- b. Will be appropriate and in the best interest of students.
- c. Will not create a significant, ongoing inequity of programs available to students within or between schools.
- d. Will not obligate the district to support the program after the gift/grant funds are exhausted.
- e. Will not include undesirable or hidden costs to the school district (e.g., installation, maintenance).
- f. Will not unreasonably add to staff workload.
- g. For curriculum materials and/or programs is subject to the normal curriculum approval process prior to acceptance of the gift.
- h. Will not place restrictions on the school program or district operation.
- i. Will not imply endorsement of any business or product.
- j. Will not be in conflict with any provision of board policy, collective bargaining agreements, or public law.

Gifts for individual schools shall be submitted to the building principal. For gift amounts equal to or greater than \$5000 the principal shall complete a Gift Acceptance Form and submit it to the Superintendent/Designee for approval.

Gifts for more than one school shall be submitted to the Superintendent/Designee. The Superintendent/Designee will consult with building and program administrators before initial approval and scheduling board approval.

Gifts involving installation and/or maintenance must be reviewed prior to acceptance to ensure appropriate safety and compatibility standards and to determine that any installation and/or ongoing maintenance costs are acceptable. Gifts of equipment and structures must be reviewed by the district Maintenance Supervisor. Gifts of computers or related technology, must be reviewed by the district technology coordinator prior to approval.

3. Acceptance Criteria for Designated Gifts

All gifts that are offered for a purpose designated by the donor must meet the General Acceptance Criteria. Designated gifts may be accepted if they assist the district in supporting unfunded/under-funded programs or initiatives and do not create a significant inequity of student programs between or within schools.

The Superintendent/Designee will make an initial review regarding any designated gift to support additional staff, or which creates equity concerns. Gifts that create equity concerns may be accepted through one of the following provisions if it is determined that such acceptance is in the best interest of our students.

- a. The inequity is allowed for a limited time to pilot a new idea or program;
- b. The inequity is allowed for a limited time during which the district attempts to eliminate the inequity through (1) a reallocation of district funds; (2) gifts from the Shoreline Public Schools Foundation or other in-district charitable agencies; (3) grants from out of district agencies, or other sources; or
- c. The implementation is delayed until comparable gifts are available to address the equity concerns.

The Superintendent/Designee should work with the donor and other necessary parties to develop a plan for addressing any equity concerns created by the gift.

For those gifts that require board approval, the superintendent should complete a Designated Gift Acceptance Plan Form and submit it for board consideration. The Designated Gift Acceptance Plan Form will include:

- a. A description of the gift and its relation to establish priorities;
- b. A description of any potential inequity created by acceptance of the gift;
- c. The timeline for implementation of the gift;
- d. A description and timeline of any planned fund raising activities;
- e. The duration of any agreed limitation on future use of the gift;
- f. For any gift to pay personnel costs, the plan must include: (1) a description of any ongoing financial obligation to the district; (2) the plan for addressing this fiscal obligation; and (3) any comments about the gift by the bargaining unit president.

