

POLICY ON PUBLIC GIFTS AND DONATIONS TO THE SCHOOLS AND DISTRICT

It shall be the policy of the Lyon County School District that all gifts and donations given to the schools will become the property of the district.

The superintendent or designee is authorized to accept gifts and donations to the district, and others whom he may designate will be authorized to accept gifts for particular schools and/or district, on behalf of the Board. The donor will be officially thanked in the Board's name and all major gifts will be reported to the Board and publicly announced.

In instances where the superintendent or designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter may be referred to the Board.

The Board welcomes gifts of books and other materials to school libraries provided that they meet the same standards of selection as those applied to the purchase of library materials.

Schools or the District may dispose of gifts at their discretion.

Policy #KH
Revised 07/28/15

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Administrative Regulations

LCSD Sites Grant Application Protocol Guidelines

1. Anyone desiring to apply for a grant must have pre-approval from the site principal. If permission is given, the site is to print the Grant Request Form.
2. A Grant Request Form (found on LCSD website) must be completed, reviewed and signed by the Site Principal. Once signed, the Grant Request should then be scanned and emailed to the LCSD Grants Department Manager. (Request a “Read Mail Receipt” option for your file.)
3. The Site Grant Contact person should be ready to answer any questions from the District Grants Manager or appointed Grants Coordinator, following a review of the Grant Request form.
4. The Grant Request Form will be routed through District Office Administrators and the Superintendent to determine if they approve the Site to apply for the grant. If approval is given, the District Grants Manager or appointed Grants Coordinator will alert the site and relay determination of any information about writing the application.
5. If determined, the Site Grant Writer is to work with the District Grants Manager or Grants Coordinator. It is possible that the District Grants Department Contact will have some suggestions for the Site Grant Writer such as changes in the narrative or budget, etc. In that case, once the changes are made, that too must be shared with the District Grants Contact to review. The grant application must be complete and submitted to the District Grants Manager at least 10 working days prior to the application due date.
6. Once the completed grant application is received and approved by the District Grants Manager, it will be submitted to the Superintendent for final review and approval signature. The application then will either be submitted by the Grants Department Manager or the Manager will instruct the Site to send their application by internet submission.
7. A final copy of the grant application is to be kept on file in the Grants Department Office and at the Site.

Please visit the LCSD Grants Office website for application forms.

<http://www.lyoncsd.org/grants-92dbe0e5>