( ) Required
(X) Local
( ) Notice

GIFTS FROM THE PUBLIC

The Board of Education recognizes that it may accept a gift or memorial, provided it is made within the statutory authority granted to school districts. All gifts need to be approved by the Board of Education.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift or memorial must identify:
   a. the nature of the gift or memorial
   b. the purpose of the gift or memorial
   c. the intended beneficiaries, where appropriate
   d. the extent to which the gift or memorial may be publicized
   e. all other conditions or restrictions that may apply

2. The gift or memorial must not benefit a particular or named individual or individuals. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.

3. All gifts or memorials shall be made to the Board of Education to benefit the school district as a whole. The Board of Education may consider that the gift or memorial benefits a particular school building or program.

4. No gift or memorial shall be accepted, which is restricted by a requirement that a school facility, property, equipment, event or program be named or re-named in perpetuity for an individual, living or dead. An appropriately, common-sized record of the gift or memorial may be affixed to the facility, property or equipment and/or recorded in any printed or published material related to a program or event, or in such other location as may be designated by the Board. Subject to the wishes of the donor, press releases or other public notice of the gift may be disseminated to the media.

5. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.

6. The Board of Education shall not accept a gift, trust, or memorial unless:

   a. it is in support of and a benefit to the entire school district, or, upon Board approval, to a particular school or program of the school district.
   b. it is for a purpose for which the school district can legally expend its own funds, or
   c. it is for the purpose of awarding scholarships to persons who are either currently enrolled as students in the school district, or those who have graduated from the school district within the most recent school year.

Any gift rejected by the Board shall be returned to the donor or his/her estate.

7. After the Board of Education has established a scholarship fund, acceptance of additional contributions to the scholarship fund are not subject to Board approval, unless the Board of Education determines that the scholarship shall be terminated.

8. The Board will be provided with an annual report of gifts which shall list all contributions and a summary of disbursements.

Ref: Education Law § 1709 (12) Adopted: 6/28/01
Amended: 07/07/05; 11/19/14, 4/20/21
Reviewed:

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT
REQUEST TO THE BOARD OF EDUCATION TO
ESTABLISH A SCHOLARSHIP OR OTHER TRUST
(Please type or print clearly)

Directions:

Individuals or Organizations may request that the Board of Education establish a *scholarship* to be awarded to one or more District students pursuing a college, university, community college or other post-secondary educational program. Donors may also request to establish a scholarship to enable a student to attend a summer academic program. Though less common, groups seeking to establish a *trust* to fund particular programs or services may also submit an application to the Board.

Once established, the Board will assign District staff to administer both grants and trusts. This assignment includes selection of recipients based upon any criteria included in the application. Once approved, all such funds will be held in the Hewlett-Woodmere Public Schools Trust and Agency Fund, accruing interest in accordance with District policy and prevailing rates for permissible municipal investments as selected by the District. Once approved, the donor or donors waive all rights to change the purpose of the scholarship or fund without express approval of the Board. Please complete and attach this form to your cover letter. Mail to: Hewlett-Woodmere Public Schools, Business Office, One Johnson Place, Woodmere NY 11598.

Upon notification of acceptance for establishment of the scholarship, the donor must forward sufficient funds to cover the first awards.

Option 1: **Scholarship**

Date of application: __

Name of Scholarship:

Contact Person:

Address:

Contact Phone:

School that will award scholarship: (check one or more)

G.W. Hewlett High School — Woodmere Middle School

Hewlett Elementary School — Ogden Elementary School

Franklin Early Childhood Center

Specify how funds will be distributed to students each year: (check one)

____ A fixed dollar amount of $_____each year per award.
(Scholarship terminates when funds are no longer available)

____ Amount tied to interest earned

____This scholarship will be funded for _____ years and then terminate.

Once established, do you anticipate making future contributions to sustain the award? Yes No

Once established, do you anticipate making an outreach to others to sustain the award? Yes No

Maximum number of student recipients annually:

If a high school award, must the recipient be a graduating senior? **Yes** No

SPECIFIC SELECTION CRITERIA - Please consult with the school checked above, and then itemize below. (Please type or print clearly)

Criteria must be approved by the building principal after submission

Office use: Principal's signature _____ Date:

Option 2: Trust to support or sustain a particular program, project, or for use as may be designated by a particular school or high school department

Specify both: The purpose(s) for which funds may be used. The maximum value of the award per year. How this trust will be funded. Requirements, if any, for report on use funds awarded, to be sent to the donor after completion of program or activity. Please consult with the school checked above to ascertain that criteria can be met and the school is willing to undertake the specified programs or activities, and then itemize below. You may attach additional sheets.

Office use: Principal's signature: _____ Date: