

706 ACCEPTANCE OF GIFTS AND DONATIONS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts and donations by the Willmar Public School District and the School Board.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Willmar Public School District to accept gifts and donations only in compliance with state law.

III. ACCEPTANCE OF GIFTS, MONETARY DONATIONS, AND REAL OR PERSONAL PROPERTY

The school district is receptive to outside financial support to aid in the delivery, maintenance, and improvement of the educational program. Outside financial support includes, but is not limited to: grants (used for a specified or designated purpose, activity, or facility) from public or private agencies, private cash gifts to the district or a school, and donations of equipment, such as computer hardware. In order to be accepted, gifts/donations/grants must not include conditions or demands that would jeopardize the ethical or practical operation of the district.

The School Board designates the Superintendent and/or designee to ensure that gifts and donations meet the criteria established by this policy.

IV. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the School Board or their designee agrees to accept a bequest, donation, gift, grant, or devise which contains preconditions, conditions, or limitations on use, the School District shall administer it in accordance with those terms. Once accepted, a gift or donation shall become the property of the School District unless otherwise provided in the agreed upon terms.

At the time of acceptance, there shall be a definite understanding with regard to the use of the gift/donation/grant, including whether it is intended for the use of one particular school, for all schools in the district, or the district generally. When private donations are used to provide, maintain, or enhance school programs or if the outside funding is discontinued or diminished, the district will be under no obligation to continue the same level of programming.

The district may accept conditional gifts/donations/grants. All personnel decisions that arise because of a grant or donation rest with the district's administration with final approval by the Board of Education. When the gift/donation/grant has been accepted by the Board of Education, it becomes the sole property of the district.

V. CRITERIA FOR ACCEPTANCE OF GIFTS AND DONATIONS

When considering a gift and donation, it must meet the following criteria:

- A. The gift or donation may not be used for religious or sectarian purposes.
- B. The gift or donation must have a purpose consistent with those of the District.
- C. The gift or donation will not require the Board to continue a program when the gift or donation is exhausted.
- D. The gift or donation will not expose the District to future hidden costs.
- E. The gift or donation will not place restrictions on the District.
- F. The gift or donation will be appropriate to the best education of students.
- G. The gift or donation shall become District property.

- H. The gift or donation will be compatible with present District equipment when parts or supplies are required for continued use of the equipment.
- I. The gift or donation will not be in conflict with any provision of the school code or public law.
- J. The gift or donation will not jeopardize other sources of state/federal funding.

The Superintendent or his/her designee is authorized to accept grants or gifts of funds from the federal, state, county, or local governmental agencies, charitable foundations, corporations, private corporations, or individuals when a Willmar Public School District staff member has applied for the grant with the approval of the Superintendent or designee.

VI. PROCEDURES

Gift and donation forms are included in the Administrative Procedures Manual under 706A&B. Changes to these forms may be made at any time during year but must be reviewed by the School Board within the fiscal year.

Legal References: *Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)*
 Minn. Stat. § 465.03 (Gifts)