

Tumwater School District Procedures

GIFTS, GRANTS, AWARDS AND SCHOLARSHIPS

Any gift presented to the District having a value of \$500.00 or greater must receive board approval and shall satisfy the following criteria:

1. Purpose or use consistent with philosophy and programs of the district;
2. Minimum financial obligation to district for installation, maintenance and operation;
3. Free from health and/or safety hazards;
4. No direct or implied commercial endorsement.

If a gift is designated for a particular school, the school principal and other appropriate staff members shall review the equipment or material in terms of suitability and durability and for any health or safety standards. If the equipment and/or materials are found to be unsuitable, the principal shall indicate the reason(s) in writing. If found to be acceptable, the principal will follow established processes for installation.

All cash gifts must be processed through the District Administration Office.

Donors of gifts having a value less than \$500.00 should contact the appropriate building and/or district administrator prior to donation. Gifts of technology need approval of the district's technology department.

Disbursement of Funds for Students in Need

Student Eligibility

1. Eligible students must be in attendance in grades K through 12 at one of the Tumwater School District's schools.
2. The student must have an established financial need that cannot be met by the student, the student's family or other support program.
3. There must be a reasonable likelihood that the assistance will help the student realize his/her potential or encourage the student to remain in school.

Administrative Procedures

1. The board president shall designate the superintendent or his/her designee to carry out the eligibility, disbursement and administrative procedures set forth in these guidelines, which will be managed district-wide.

Disbursement Procedures

1. The program is to supplement, rather than duplicate, other resources and is to be used only when other financial aid programs are unavailable or unable to meet the personal need.
2. In general, payments shall not be made directly to individual students; rather, payments should be made to the provider of the service.

3. Requests for assistance may be made to the principal or his/her designee. The principal or designee will submit the need and dollar amount requested along with the providers of the service to the Director of Community Relations.
4. The business office will process the request.

Personal Needs (examples)

Clothes	Haircuts/Grooming Supplies
Coats, Rain Gear	Incentives
Shoes/Boots	Baby Supplies, Day care
Transportation (gas, bus)	Health Supplies
Breakfast/Lunch Programs	

ADOPTED: May 14, 1998

REVISIED: March 8, 2008; April 11, 2013