GIFTS OR DONATIONS

Equipment and material which are donated to a school or are brought to the school for temporary use will be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal will be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal will indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. The appropriate district donation form shall be completed for accepted donations and submitted to the appropriate assistant superintendent. Technology donations must be reviewed and approved by the technology department. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

Any gift presented to the district will satisfy the following criteria:

- A. The purpose or use will be consistent with philosophy and programs of the district and Policy 6114;
- B. The district will assume only a minimum financial obligation for installation, maintenance and operation;
- C. The equipment will be free from health and/or safety hazards; and
- D. The equipment will be free from a direct or implied commercial endorsement.

Revised: June 5, 2024

South Kitsap School District

EQUIPMENT & MATERIALS DONATION AGREEMENT

(NAME OF DONOR)			donates the following		
equipment or materials to			DATE:		
Name of BUILDING or DEPARTMENT					
Qty. Description of the D			onated Item(s)	DONOR'S Estimated Value	
			. ,		
The School District hereby agrees to: 1. Accept ownership of the above-described donation. 2. Accept responsibility for the installation and maintenance of the above-described donation. When appropriate, ITS will determine if computer equipment is acceptable as a donation. Approved Denied					
DONOR'S INFORMATION Name of Organization			SOUTH KITSAP SCHOOL DISTRICT'S INFORMATION Principal's, Director's, or Designee's Signature		
Address			School/Bldg.	Date	
City, State, Zip			BOARD ACTION INFORMATION		
Title			*Date of Board Meeting		
Name (Please Print)			APPROVED	☐ DENIED	
Signature			Signature of Secretary to the Board/Superintendent		

Wentzel/Amburn/: Revised 04/29/05 -- Ref. Policy 4620

^{*}Please submit this completed form to the SUPERINTENDENT'S OFFICE.