



FARMINGTON

AREA PUBLIC SCHOOLS

District 192 Donations Procedures

Policy 706

Procedure Statement

Establishing procedures for ISD 192 to accept donations creates a consistent and effective framework that supports district staff to engage with potential donors responsibly while ensuring donations support the district's strategic framework, do not violate existing policies, and are tracked throughout the system.

1. Communication

Employee is contacted by an individual or organization wishing to donate

Employee gathers information regarding the donation including:

- Contact information of the donor
- Description of the donation
- Value of the donation
- Any desired terms or conditions for accepting the donation
- Any other details that may assist with determining if the donation is accepted or denied

Employee contacts their supervisor regarding this donation request to review all pertinent information and consider if additional information is required to make a decision.

2. Criteria for Acceptance

Factors, including but not limited to, such as condition, maintenance, repair, ongoing expenses, and existing policies will be considered prior to acceptance of the donation.

3. Cataloging/Tracking

Once it is determined the donation is acceptable the supervisor will work with the building administrative assistant to enter all the necessary information into Skyward. Upon completion of the approval process in Skyward the donation will then move to the school board for approval.

4. Taking Possession of the Donation

Upon the school board voting to approve the donation the building administrator, or designee, will contact the donor to make arrangements to take possession of the donation.

5. Denial of a Donation

If it is determined that the district will not accept the donation the employee and building administrator will notify the donor and explain the rationale for the decision.