



GIFTS AND DONATIONS

Supplies and equipment essential for an effective basic education instructional program and used primarily by teachers and students are a responsibility of the Board of Directors and should be financed from public funds. Individuals, firms, and community groups may be interested in making contributions that may serve to enhance and extend district programs or its service to the community.

Donations and gifts accepted by the district shall satisfy the following criteria:

1. The purpose or use is consistent with the philosophy and programs of the district;
2. The district assumes only a minimal financial obligation for installation, maintenance and operation;
3. The equipment is free from health and/or safety hazards; and
4. The equipment is free from a direct or implied commercial endorsement.

In no event will any commitment be made by a staff member or other individual in return for any gift or donation to the district or to a school or department without authorization. All gifts or donations will become district property and will be accepted without obligation relative to the use and/or disposal.

Any and all accepted gifts and donations will be documented and comply with State Auditor's regulations.

Approval levels

Cash Donations

Cash donations up to \$1,000 may be accepted by school administrators. Donations above \$1,000 require approval of the Superintendent and Chief Financial and District Operations Officer. Donations of \$3,000 and above must have Board of Directors approval.

Equipment Donation

Individuals or organizations desiring to contribute supplies or equipment should confer with school officials in advance of the gift. The Gift and Donation Agreement and Facility/Grounds Modification Request forms must be approved by the Superintendent and Chief Financial and District Operations Officer prior to acceptance. At the discretion of the Superintendent or designee, equipment donations may require Board of Directors approval. However, any gift or donation having a value of \$3,000 or greater will be subject to Board of Directors approval.

Contributions of equipment or services that may involve major installation, maintenance costs or continuing financial commitments from school funds shall be considered prior to acceptance.

Family Center Donations

The family center will keep donations in an account designated for Community Programs and will keep all documentation to account for and comply with the State Auditor regulations. Donations to the family center will be used in accordance with the donor's designated request. Gifts or donations having a value of \$3,000 or more are subject to Board of Directors' approval.