



Capital School District

Board of Education Policy

Section: Administration
Title: Public Gifts and Awards Policy
Policy #: 200-03
Date Approved: 07/18/12
Date Revised: 04/25/12

Purpose:

To provide the public with information on public gifts and gifts to schools.

PUBLIC GIFTS

All public gifts to either schools or students within the Capital School District must be approved, in advance, by the Superintendent and/or students who are to be the recipient of said gifts.

GIFTS TO SCHOOLS

A letter from the donor must accompany any gifts presented to the Capital School District for official action and recognition by the Board.

To be acceptable, a gift must satisfy the following criteria:

- Have a purpose consistent with those of the school
- Be offered by a donor acceptable to the Board
- Will not add to staff load
- Will not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted
- Would not bring undesirable or hidden costs to the school system
- Will place no restrictions on the school program
- Will not be inappropriate or harmful to the best education of pupils
- Will not imply endorsement of any business or product
- Will not be in conflict with any provision of the school code or public law

All gifts, grants, and bequests shall become school district property. A letter of appreciation signed by the President of the Board or by the Superintendent shall be sent to a donor.

AWARDS AND SCHOLARSHIPS

Scholarships and awards granted to either schools in the Capital School District, or to individuals or groups of students within the schools, must be approved, in advance, by the Board of Education of the Capital School District. All such awards and scholarships should have as their primary intent the furtherance of the educational program of the Capital School District.