

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H101 - Gifts And Donations
Code	H101
Status	Active
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Section: Property

I. Purpose

The Joint Committee recognizes that individuals and organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

II. Definitions

Gifts, grants or donations shall mean anything presented without cost to EASTERN, including money, services and other non-monetary contributions.
A "Commemorative Gift" is any non-monetary donation made by any party other than EASTERN that is intended to memorialize an individual or group.
A "Commemorative Fund" is any donation of money for the benefit of EASTERN students made by any party other than EASTERN that is intended to memorialize an individual or group.
"Naming Rights" means the granting by EASTERN to a group or individual of the right to name an EASTERN facility in honor of an individual or group for a prescribed period of time or in perpetuity in return for a gift or donation.

III. Authority

The Joint Committee has the authority to accept such gifts and donations as may be made to the school.
The Joint Committee reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this school, and the ownership of which would tend to adversely affect the school.
Any gift accepted by the Joint Committee shall become the property of the school, may not be returned without the approval of the Joint Committee, and is subject to the same controls and regulations as are other properties of the school.
The Administration shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.
The Joint Committee will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the school.
In no case shall acceptance of a gift be considered to be an endorsement by the Joint Committee of a commercial product or business enterprise or institution of learning.

IV. Additional Requirements for Naming Rights

The Joint Operating Committee may grant to donors Naming Rights as part of the acceptance of a gift, grant or donation. The Joint Operating Committee shall grant Naming Rights for a defined period of time or for perpetuity. Naming Rights may only be granted pursuant to a written instrument which establishes specific requirements and contingencies for the donor's continued entitlement to the Naming Rights. The Joint Operating Committee also reserves the right to remove or otherwise discontinue the recognition of an individual or group if determined that the individual or group has engaged in any act of moral turpitude, regardless of whether such act violates any criminal statute or results in a criminal indictment or charge. The Joint Operating Committee may require the donor of services to execute a written document setting forth the scope and nature of the service and to make provision for insurance. The Joint Operating Committee reserves the right to discontinue services donated to EASTERN at its discretion.

V. Additional Requirements for Accepting Technology Equipment Donations

All donated technology equipment must meet technical requirements as established and updated periodically by the Director.

Criteria for measuring the technology equipment's ability to perform the essential functions will be established by the Director.

All accepted donations will become the property of EASTERN to be used exclusively in the school program.

Methods for the collection of any donated technology equipment will be at the discretion of EASTERN.

Upon request, EASTERN will provide receipts for donated technology equipment. No value will be estimated or provided on the receipt.

VI. Additional Requirements for Commemorative Funds

All Commemorative Funds must:

1. Be in concert with EASTERN mission statement
2. Be in accordance with all federal, state, and local laws.
3. Be in accordance with all EASTERN policies
4. Specify duration of gift.
5. Exist independent of instructional time or EASTERN resources and public funds.

VI. Additional Requirements for Commemorative Gifts

All Commemorative Gifts must:

1. Be in concert with EASTERN mission statement
2. Conform to community tastes and values
3. Be in accordance with all federal, state, and local laws.
4. Be in accordance with all applicable zoning regulations.
5. Be in accordance with all EASTERN policies.
6. Itemize initial costs and estimate fixed and long-term costs.
7. Identify financial resources to be used to pay for construction/maintenance.
8. Exist independent of instructional time or school/EASTERN resources and public funds.

VII. Delegation of Responsibility

The Director shall:

- A. Counsel potential donors as to the appropriateness of gifts;
- B. Encourage individuals and organizations considering a contribution to a school to consult with the principal before appropriating funds to that end;
- C. Acknowledge the receipt and value of any gift accepted by the Joint Operating Committee;

D. Prepare fitting means for recognizing or memorializing gifts to EASTERN; and

E. Record gifts which have been accepted in the appropriate inventory listing and property records.

F. Establish an application process for Commemorative Gifts.

G. Establish an application process for Commemorative Funds that require the applicant to provide the following:

1. Statement of educational relevance;
2. The conditions and qualification to become a recipient;
3. The extent EASTERN will be involved in the decision-making process as to awarding of fund monies; and
4. Clear delineation of how funds/gift will be dispersed and who will be accountable.

H. Establish an application process for Naming Rights pursuant to which the Director shall receive nominations and all pertinent information needed to evaluate a candidate.

Adopted: 3/10/82

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See also:
DP H101 - Gifts and Donations