

GIFTS, GRANTS, AND BEQUESTS
Guidelines/Policy - SAMPLE

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All gifts, grants, or bequests having a value of more than \$500 shall be made in proper form to the Board. The Superintendent may accept for the Board gifts of lesser value.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

PUBLIC GIFTS TO THE DISTRICT

A. Gifts or donations presented to the District must be accompanied by a letter from the donor for official action and recognition by the Board of Education. To be acceptable, a gift or donation must have a purpose consistent with those of the District, be offered by a donor acceptable to the Board, and become District property. In addition, a gift or donation must not:

1. begin a program which the Board would be unwilling to take over when gift and grant funds are exhausted;
2. bring undesirable or hidden costs to the District;
3. place restrictions on the District;
4. be inappropriate or harmful to the educational program of the District or to students;
5. imply endorsement of any business or product;
6. be in conflict with any provision of the General School Laws or public laws.

B. A letter of appreciation, signed by the President of the Board shall be sent to the donor, including the estimated value of the gift.

GIFTS/DONATIONS TO THE DISTRICT

Please complete the following information and submit to the Business Office.

Donor _____

Type of Gift or Donation _____

Purpose _____

Location _____

Estimated Value _____

Date Received _____

Recipient