

Gifts from organizations, community groups and/or individuals which will benefit the District shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration. The determination of whether gifts in trust shall be accepted for student and school purposes shall be made by the Trustees of Trust Funds in accordance with the policies of the Trustees then in place.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the building principal or the superintendent what gifts are appropriate and needed.

The board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

Gifts of a value of \$100 or less will be accepted by the authority of the appropriate principal, director or program manager. Gifts of a value in excess of \$100 but less than \$500 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$500 will be presented to and acted on by the School Board.

Any gift accepted shall become the property of the district, may not be returned without the approval of the board, and is subject to the same controls and regulations as are other properties of the district. The board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The board 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 district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Appendix KCD-R

Approved KBE: September 8, 2009

ADMINISTRATIVE PROCEDURE
TO ACCOMPANY POLICY KCD, PUBLIC GIFTS/DONATIONS

1. Property or money with a value in excess of \$100 (including gifts of money by individuals in amounts of less than \$100, but total \$100 or more in aggregate for a singular purpose), to be donated to the district by an individual or organization should be offered in written form addressed to the Superintendent of Schools. The letter of offer should include an accurate description of the item to be donated and its function in the school district. If the gift is intended for a specific purpose or requires specific care, maintenance, or improvement, it should be stated in the letter. If the offer is with reservation of any type, it should be clearly defined.
2. The Superintendent will review the offer with the appropriate members of his administration and will present a recommendation concerning acceptance at a regularly scheduled Finance Committee meeting.
3. The Finance Committee will make a recommendation to the School Board which shall be presented at the next meeting of the Board.
4. The donation will be acknowledged to the donor in writing by the Superintendent of Schools. The Superintendent or his/her designee shall at least annually cause to be published information relative to significant donations.

Approved: K-12/08/87

Revised: K-4/15/92

Reaffirmed: K- 9/8/09