

GIFTS, GRANTS AND BEQUESTS

To implement Board Policy #3290, “Gifts, Grants, and Bequests”, the following procedures are established in order to ensure that gifts, donations, grants, and bequests of money or property meet the following criteria:

- Is consistent with the district’s vision, goals, priorities and philosophy; and,
- Supports a one-time purchase and does not create an on-going obligation; and,
- Does not entail undesirable or excessive costs or require a significant district match; and,
- Does not impede or unduly burden district or school operations with excessive restrictions or conditions; or,
- Does not violate any law or district policy, including policies that establish criteria for selection of instructional materials or that protect the privacy of student information and photos; and,
- Is compatible with existing infrastructure and meets minimum district standards; and,
- Does not pose any potential conflict of interest or imply endorsement of any business or product.

Site Administrators shall ensure that gifts, donations, grants, or bequests meet the criteria outlined above.

Site Administrators shall be responsible for informing their staff of policies and regulations governing the receipt of gifts, donations, grants, and bequests at least annually.

Donations or grants which require submission of written applications as a condition of receiving funds or items shall be reviewed by the Site Administrator for conformity with this Administrative Regulation prior to submission. Applications for donations or grants of \$10,000 or more shall be presented to the Board for approval prior to submission.

Online Fundraising

Staff members who wish to conduct an online fundraising campaign to obtain funds or goods, including a crowdfunding campaign, shall submit a written request to their Site Administrator for approval prior to initiating the campaign. The Site Administrator shall evaluate the online fundraising campaign to ensure it meets established criteria before approving the request.

Upon approving a staff member to conduct an online fundraising campaign, the Site Administrator shall ensure compliance with all relevant district policies and procedures, including Board approval and/or acceptance, financial reporting and transparency, appropriate use of funds or goods, and protecting student privacy as applicable.

All gifts, donations, grants, and bequests received by individual staff members shall be reported to the Site Administrator and are considered district property. At the discretion of the Superintendent or designee; gifts, donations, grants, or bequests may be assigned for use

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to a school or individual staff member depending on donor/grantee conditions or specific circumstances.

The Site Administrator shall also ensure that donated or gifted items in the following categories are assessed by the department with primary responsibility for the items prior to acceptance to determine whether they meet minimum district standards:

- Technology equipment (i.e. computers, printers, scanners, monitors, etc.) to be assessed by Director: Technology or designee
- Used vehicles to be assessed by Director: Transportation or designee
- Stocks and bonds to be assessed by the Assistant Superintendent Business Services
- Food and food related items to be assessed by the Director: Child Nutrition or designee
- Furniture, fixtures, and equipment to be assessed by the Director, Facilities, Maintenance and Operations

The Site Administrator or designee shall report all gifts, donations, grants, or bequests exceeding \$50.00 to the Superintendent or designee for acceptance by the Board of Education prior to use or consumption of the funds or items.