

GIFTS

The Superintendent may accept on behalf of the Board gifts, bequests and donations which are not inconsistent with Board policy. The Board shall not accept gifts, bequests and donations whose management and application, as set forth by the wishes of the donor or testator, would be inconsistent with board policy or unduly restrict the Board control.

All gifts, bequests, and donations accepted in the name of the District shall become the property of the Board.

Any monetary gift/donation valued at more than \$500 shall be deposited in the District's accounts as determined by the Board. Gifts/donations of less than \$500 may be deposited in the activity fund of the school.

Gifts, bequests and donations shall:

- Be subject to safety inspections;
- Be fitting and appropriate for the District, as determined by the Superintendent;
- Contain no blatant advertising or unsightly commercial recognition;
- Include installation costs unless waived by the Board; and
- Not require excessive maintenance or maintenance costs.

Donations

Donations of money, materials and/or services shall meet the following criteria:

- Proposals shall be directly related to school purposes and involve proper expenditures of school funds;
- The Principal and Superintendent shall recommend the donation proposal before it is submitted to the Board for approval;
- All donation plans shall comply with Board policies and administrative procedures; and
- Donated funds for proposals not approved by the Board shall be returned to the appropriate organization/individual.

Donations of Equipment

A donation or loan of new or used equipment which is electrical and/or mechanical shall meet the following criteria:

- The Principal and Superintendent shall certify that the equipment is needed; and
- All equipment shall meet applicable safety standards.

Gifts to Employees

No employee shall accept, for personal use, any gifts valued at over \$25 during any calendar year from current or potential suppliers or vendors.

Personnel are also prohibited from accepting rebates in the form of gifts or gratuities valued at over \$25 during any calendar year from organizations or persons to whom they have referred or may refer parents and students. Exceptions may be made for those businesses who offer discounts to various employee groups.

Adoption Date: June 4, 2013

Effective July 1, 2013