

Gifts/Donations

A gift is defined to include money, real or personal property, and personal services, provided without consideration. Gifts from organizations, community groups, and/or individuals which will benefit Regional School Unit #34 Schools are encouraged by the Board of Education. Individuals or groups contemplating the presentation of a gift to a school or the School Department are encouraged to discuss in advance with the building principal and/or the Superintendent what gifts are appropriate and needed.

The School Department reserves the right to accept or decline the proposed gift. In determining whether a gift will be accepted, consideration will be given to the policies of the Board, School Department goals and objectives, with particular emphasis on the goal of providing equal educational opportunities to all students, and adherence to the following basic principles:

- Gifts to employ “regular” full or part-time personnel will not be encouraged.
- Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitment from school funds will not be encouraged.
- Gifts to individual members of the staff by pupils, parents, or organizations will not be encouraged.
- Gifts on a matching basis requiring money, property or services by the School Department will not be encouraged.
- Gifts to the School Department become the property of the School Department and are subject to the same controls and regulations that govern the use of School Department owned property.
- Any purchase to be funded by a cash donation must be processed in accordance with Board policies.
- Gifts which meet the definition of a fixed asset must be added to the Schools’ fixed assets inventory

Gifts of a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts of a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$10,000 will be presented to and acted on by the Board.

At the time of acceptance, there will be a definite understanding with regard to the use of the gift, including whether it is intended to the use of one particular school or all schools. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory and to send an acknowledgement letter to the donor.

First Reading: December 15, 2010

Approved: January 19, 2011