

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KCD
Review by Policy 01/29/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014	Recode from KH Page 1 of 1 Category: Optional

GIFTS TO THE SCHOOLS/SCHOOL EMPLOYEES

The Oyster River School Board wishes to encourage gifts, donations, and acts of generosity on the part of citizens, groups of citizens, or other sponsors in the community. However, to ensure the proper handling of such gifts and to discourage both advertising by means of the gift and unwarranted solicitations of such gifts by members of the staff, the following procedures are established:

Governing Principles:

- The primary purpose of accepting gifts is to benefit the schools and the students, not to promote specific products or services. Any acceptance and recognition of products or service will follow District policies and guidelines. Gifts to the schools will not be accepted when they are in conflict with or endorse values that are in conflict with school district principles, policies or plans.

Authorization:

- Individuals or organizations desiring to contribute supplies or equipment must consult with the Superintendent regarding the acceptability and timing of such contributions.
- Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitments of school funds shall be presented to the Superintendent for consideration and approval.
- Any gift of \$500 or less offered to the schools will be considered for approval by the Superintendent. A description of the gift, the reason for its offer, and its use and need shall be reported to the School Board or its agent. A gift greater than \$500 must be approved by the School Board as well as any other gift deemed appropriate by the Superintendent for School Board approval.

Recognition of gifts:

- Acknowledgment of gifts will be made by the School Board.

Conditions upon Acceptance:

- Equipment contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
- In lieu of specific instructions, the school principal shall determine the use of a money gift, grant, or bequest.
- Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
- Donations of equipment shall be added to the district's inventory provided it is operative at the time of donation and meets an educational purpose of the district. Gifts which meet the definition of a fixed asset as outlined in district policy DID, inventories must be added to the school's fixed assets inventory.
- Any purchase to be funded by a cash donation must be processed in accordance with district policy.
- Any gift rejected by the School Board or the Superintendent shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for the rejection of the gift.
- A letter of gratitude will be sent to the donor for accepted gifts from the School Board.

Restrictions of Advertising:

- See policy on advertising. (KHB – Advertising in the Schools).

Cross Reference: DID – Fixed Assets
KHB – Advertising in the Schools