



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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DONATIONS AND DONATION WEBSITES | 6002.1

Donation websites have been developed by independent organizations (donorschoose.org, Adopt-A-Classroom.org) that allow teachers to set up their classrooms or schools as recipients for donations. The Red Clay Consolidated School District encourages and allows teachers to participate on these sites provided the following criteria is met:

1. Requested Technology items are pre-approved by the Red Clay Consolidated School District Technology department.
2. A copy of the website content is provided to the building principal or program supervisor for review.
3. All items and cash secured through this process become the property of the Red Clay Consolidated School District and must be asset tagged by Technology if a technology item.
  - a. If a teacher accepts a voluntary or involuntary transfer within Red Clay Consolidated School District they may take the item to that building or classroom if it is a portable item. If the donation was cash, the internal account may be moved with the teacher within the Red Clay Consolidated School District.
  - b. If the item has been installed/mounted the item may be moved if funding is identified for the move and new installation. If funding cannot be secured the item will remain in its original installed location.
  - c. If a teacher accepts a position outside of Red Clay, the item whether portable or installed, remains the property of Red Clay Consolidated School District. If the donation was cash those funds remain the property of Red Clay Consolidated School District.
4. Monetary donations received must be deposited to the Red Clay Consolidated School District Internal Account with a copy of the website content to insure that funds are expended based on the original donation request. All purchases with these funds must follow district purchasing guidelines and policies.

Questions about the information contained in this administrative memorandum should be directed to the Supervisor of Accounting.