



Gifts and Donations from the Public

School-Community Relations Policy 9003

Policy Statement

- Gifts and donations received by the District as well as any installation built on or added to school property by and for the use of an outside group shall become the property of the District and are subject to the same controls and regulations governing the use of all school-owned property.
- All gifts and shall be accepted by the Chief Financial Officer on behalf of the Board prior to use.
- Contributions of property or services requiring expenditure of District funds for installation, maintenance, or other continuing costs shall require Board approval.
- Contributions of items with a value of less than \$500 do not require prior approval.
- Any group planning to raise money for a gift to a school or the District shall first consult with the principal or Chief Financial Officer regarding the gift.
- The Chief Financial Officer shall
 - counsel potential donors on the appropriateness of gifts
 - encourage potential donors to consult with the principal or Superintendent before designating or committing funds
 - report to the Board all gifts accepted on its behalf
 - acknowledge the receipt and value of any gift accepted
- All gifts requiring Board approval shall be recorded in appropriate inventory listings and property records.

Gift Restrictions

- Students and their parents/guardians are discouraged from giving gifts to District employees. The Board encourages the expression of gratitude and appreciation from students to staff in writing.
- Individual employees shall not give gifts of material value to those who exercise direct or indirect administrative or supervisory authority over them.
- Collecting money for group gifts is discouraged except in cases of bereavement, serious illness, or retirement.
- Individual employees shall be accountable for maintaining integrity and shall not accept anything of value offered for the purpose of influencing their professional judgment.
- All employees are prohibited from accepting items of material value from companies or organizations doing business with the District.
- The Superintendent shall develop forms and procedures for the acceptance and acknowledgement of gifts.

Definitions	<i>Material value:</i> Items or services totaling more than \$100 from a single source in one year	
Responsibility	The Superintendent shall be responsible for compliance.	
References	Related Policies: 4003 Staff Conduct and Ethics; 6001 Fiscal Management; 6002 Grant Proposals, Applications and Reporting; Commercialism in Schools Related Documents: Administrative Memoranda “Fundraising in Schools,” “Gifts and Donations from the Public,” Red Clay Consolidated School District Donation Form	
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