

DOVER SCHOOL DISTRICT	POLICY CODE: KCD
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PUBLIC GIFTS/DONATIONS

Gifts from organizations, community groups and/or individuals which will benefit the District shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the building principal or the superintendent what gifts are appropriate and needed.

The board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

Gifts of a value of \$100 or less will be accepted by the authority of the appropriate principal, director or program manager. Gifts of a value in excess of \$100 but less than \$500 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$500 will be presented to and acted on by the School Board.

Any gift accepted shall become the property of the district, may not be returned without the approval of the board, and is subject to the same controls and regulations as are other properties of the district. The board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restriction that may apply for official action and recognition of the school board.

To be accepted, a gift must meet the following criteria:

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- · Have a purpose consistent with the mission and goals of the school district
- · Be offered by a donor acceptable to the School Board
- · Will not involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds
- · Will not employ "regular" full or part-time personnel
- · Will place no restrictions on the school program
- · Will not be inappropriate or harmful to students
- · Will not imply endorsement of any business or product
- · Will not be in conflict with any provision of school policy or public law
- · Gifts to individual members of the staff by pupils, parents, or organizations shall be discouraged.

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 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 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.