



SECTION: PROPERTY

POLICY: #702

TITLE: GIFTS, GRANTS AND DONATIONS

ADOPTED: October 26, 2009

REVISED: May 6, 2019

LAST REVIEWED: May 6, 2019

I. PURPOSE

The Board of School Directors recognizes that individuals, businesses and community organizations may wish to make gifts and donations to the District to enhance or extend the programs in the Schools. It is the intent of this policy to establish the procedures and criteria to be used in accepting or rejecting such gifts, grants and donations.

II. DEFINITIONS

- A. Gifts, grants or donations shall mean anything presented without cost to the District, including money, services and other non-monetary contributions.
- B. A “Commemorative Gift” is any non-monetary donation made by any party, other than the District, that is intended to memorialize an individual or group.
- C. A “Commemorative Fund” is any donation of money for the benefit of District students made by any party other than the District that is intended to memorialize an individual or group.
- D. “Naming Rights” means the granting by the District to a group or individual of the right to name a District facility in honor of an individual or group for a prescribed period of time or in perpetuity. This does not include the right of the District to name a facility for a group or individual pursuant to Policy No. 704 “Recognition of Contributions to the School Community.”

III. POLICY

- A. All gifts, grants and donations to the District, with a value in excess of Five Hundred Dollars (\$500.00) are subject to prior approval of the Board and shall not be deemed accepted by the District until the Board’s acceptance thereof, by resolution, passed, at a regular, public meeting. Gifts, grants and donations to the District valued at less than Five Hundred Dollars (\$500.00) shall be deemed accepted by the District upon the Superintendent’s acceptance thereof.

- B. The Board of School Directors and the Superintendent, when applicable, reserve the right to refuse and are not obliged to accept any gift, grant, or donation unless they deem it is in the District's best interest to do so.
- C. Any gift accepted by the Board of School Directors or the Superintendent shall become the property of the District, and may be removed at the sole discretion of the Board and may not be returned without the approval of the Board of School Directors, and is subject to the same controls and regulations as all other property of the District.
- D. The District shall be responsible for the maintenance of the gift it accepts unless otherwise stipulated.
- E. The Board of School Directors or the Superintendent shall make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the District.
- F. In no case shall acceptance of a gift be considered an endorsement by the Board of School Directors or the Superintendent of a commercial product or business enterprise or institution of learning.
- G. The Board of School Directors may grant to donors Naming Rights as part of the acceptance of a gift, grant or donation. The Board shall grant Naming Rights for a defined period of time or for perpetuity for one or more individuals or groups who have met the criteria set forth under Section III of Policy No. 704. Naming Rights may only be granted pursuant to a written instrument which establishes specific requirements and contingencies for the donor's continued entitlement to the Naming Rights.
- H. The Board of School Directors also reserves the right to remove or otherwise discontinue the recognition of an individual or group for any reason.
- I. The Board of School Directors may require the donor of services to execute a written document setting forth the scope and nature of the service and to make provision for insurance. The Board reserves the right to discontinue services donated to the District at its discretion.
- J. Additional Requirements for Accepting Technology Equipment Donations:
 - 1. All donated technology equipment must meet technical requirements as established and updated periodically by the Director of Technology.

2. Criteria for measuring the technology equipment's ability to perform the essential functions will be established by the Director of Technology.
3. All accepted donations will become the property of the District to be used exclusively in the school program.
4. Methods for the collection of any donated technology equipment will be at the discretion of the District.

K. Additional Requirements for Commemorative Funds:

All Commemorative Funds must:

1. Be in concert with the District mission statement.
2. Be in accordance with all federal, state and local laws.
3. Be in accordance with all District policies.
4. Specify duration of gift.
5. Exist independent of instructional time or School/District resources and public funds.

L. Additional Requirements for Commemorative Gifts

All Commemorative Gifts must:

1. Be in concert with the District mission statement.
2. Have a utilitarian purpose for current students.
3. Be in accordance with all federal, state and local laws.
4. Be in accordance with all applicable zoning regulations.
5. Be in accordance with all District policies.
6. Itemize initial costs and estimate fixed and long-term costs.
7. Identify financial resources to be used to pay for construction/maintenance.
8. Exist independent of instructional time or School/District resources and public funds.

IV. DELEGATION OF AUTHORITY

The Superintendent shall:

- A. Counsel potential donors as to the appropriateness of gifts;
- B. Encourage individuals and organizations considering a contribution to a school to consult with the principal before appropriating funds to that end;
- C. Ensure that the District will publically acknowledge the receipt of all gifts accepted by the Board of School Directors or by the Superintendent.
- D. Prepare fitting means for recognizing or memorializing gifts to the District.
- E. Record gifts which have been accepted in the appropriate inventory listing and property records.
- F. Establish an application process for Commemorative Gifts.
- G. Establish an application process for Commemorative Funds that require the applicant to provide the following:
 - 1. Statement of educational relevance;
 - 2. The conditions and qualification to become a recipient;
 - 3. The extent the District will be involved in the decision-making process as to awarding of fund monies; and
 - 4. Clear delineation of how funds/gift will be dispersed and who will be accountable.
- H. Establish an application process for Naming Rights pursuant to which the Superintendent shall receive nominations and all pertinent information needed to evaluate a candidate. The President of the Board shall appoint a committee who, with the Superintendent, shall review the information and report its findings to the Board which shall make a final decision.

V. **REFERENCES**

24 P.S. § 2-216

24 P.S. § 7-703