

KCD-R – PUBLIC DONATIONS TO SCHOOLS

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. These regulations also apply to school staff.

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

1. Have a purpose consistent with the mission and goals of the school district
2. Be offered by a donor acceptable to the School Board
3. Will not involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds
4. Will not employ "regular" full or part-time personnel
5. Will place no restrictions on the school program
6. Will not be inappropriate or harmful to students
7. Will not imply endorsement of any business or product
8. Will not be in conflict with any provision of school policy or public law
9. 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 as outlined in Policy DID Fixed Assets (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 shall be returned to the donor or the donor's estate within sixty (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 by the school authority accepting the gift.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Staff)

APPROVED: October 25, 2007

PREVIOUS POLICY: April 23, 1987 "Proposed Regulation Public Gifts to the School"