

### **GIFTS, GRANTS AND DONATIONS**

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program. It shall be the general policy of the District to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. The Board may accept any gift or grant of land with or without improvement, and of money or other personal property, and acknowledge the purpose, if any, for which the gift was made.

The Board reserves the right to refuse to accept any gift when the conditions and stipulations connected with it deprive the Board of control of the gift or when ownership would tend to deplete the resources of the District.

Any gift accepted by the Board shall become the property of the Board, 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 Board.

Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent for Board consideration and approval.

Because of differences in economic resources available to the various schools, and for other reasons, the purchase of equipment on a matching fund basis, (part of cost provided by an individual or organization and part by the Board from public funds) must receive the prior approval of the Superintendent and the Board.

Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.

A list of supplies and equipment contributed primarily for school use should be reported to the Board by the Superintendent or designee.

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.

### Employee Pursuit of Grants

An employee who seeks to obtain a grant for or on behalf of the District, or who intends to use the money, goods, or services obtained through a grant in support of the District or in furtherance of his/her duties of employment, must first obtain the written permission of the Superintendent. An employee interested in pursuing a grant for any such purpose must first supply the Superintendent with the following information, in writing:

1. The name and contact information of the entity issuing the grant;
2. A copy of the grant application;
3. All rules, regulations, and conditions applicable to the grant;
4. The intended purpose(s) for which the grant funds or goods will be used.

All money, goods, and services provided through grants obtained by employees and received by the District or intended to benefit the District, its students, or employees acting in their capacity as employees, shall become the property of the District if authorized by the Board of Education. No money, goods, or services derived from grants obtained by employees shall be permitted for use in the District by students or employees unless and until their acceptance has been authorized by the Board of Education.

The District Treasurer shall be the custodian of all money and goods received through a grant. All money and goods shall be inventoried, and all money shall be deposited into the appropriate District fund upon authorization from the Board of Education.

Applications for grants shall not use the District's name, logo, motto, mascot, or associated identifying marks or colors, or any District-owned intellectual property without the prior written consent of the District Superintendent.

Applications for grants must comply with all duly adopted policies of the Board and all applicable state and federal laws, as well as all local ordinances and regulations. Grant applications shall not use personally identifiable student information as defined under FERPA, information from a student's Section 504 Plan, student information covered by the IDEA, or directory information as that term is defined under District Board Policy, without the prior written approval of the District Superintendent.