

## BUSINESS 3280

### Gifts, Grants and Bequests

The Board of Education appreciates and encourages the giving of gifts and bequests to the system by parents, student groups, businesses and citizens. It is recognized that gifts, if given for appropriate functions, have and can contribute greatly to the system. Gifts and bequests will not be used to substitute for regular funding or staffing requirements, which are appropriately funded by the Board of Education's approved budget.

Areas which are supported for gift-giving include those which enhance, expand or enrich the school program. **This might include, but not be limited to, such things as playground equipment, scholarships and awards, library books, assemblies, field trips, musical instruments, art work, small supply funds for staff, etc.**

**In accepting gifts, the Board will avoid creating significant differences among the facilities or programs of the various schools.** A gift which might create said differences may be rejected for that reason.

The Superintendent of Schools will develop administrative procedures for the acceptance of gifts and bequests. Certain factors must be included in such considerations:

1. The building Principal will submit a proposal to accept or reject a gift to the appropriate Director of Finance and Management. All pertinent information will be included.
2. Gifts generally will not be accepted if any unusual conditions of use are attached.
3. It is the responsibility of the Board to appropriate funds for required equipment and for personnel, basic texts and other materials needed for the Board-approved school curriculum. The Board does not encourage others to raise funds for such items.
4. The Superintendent of Schools or his/her designee may accept any gift or combination of gifts for the school district valued at \$25,000 or under. Building Principals may approve gifts of a value less than \$5,000 provided the gifts meet all of the criteria of this policy.
5. Contributions of property or service in any dollar amount that may involve Board costs for installation or maintenance, or initial or continuing financial commitment of school funds, must have Board approval in advance. Similarly, any gift which may lead to a change in the approved curriculum or in added personnel will require Board approval in advance. Board approval in such cases must be gained regardless of the gift's value. If installation is to be done by the contributing individual or organization, plans for the installation and liability coverage are to be reviewed and approved by the Facilities Manager, and the Director of Finance and Management.

6. Planning for gifts should, whenever possible, include solicitation of ideas from staff members. Gifts intended for a specific building must be approved by the Building Administrator before being submitted to the Facilities Manager, and the Director of Finance and Management, the Superintendent and the Board. Organizations should consider long-range use of the gift. They are encouraged to consult with the central administration about long-range capital expenditure plans.
7. Fundraising for gifts should not interfere with instructional time, nor lead to door-to-door solicitation by students. All fund raising activities must be in conformance with Board of Education Policy No. 5130.1, Contributions, Drives, Contests and Distribution of Flyers.
8. Items contributed to the school system become the property of the district and are subject to the same controls and regulations that govern other school-owned property.
9. The Board welcomes gifts of books and other materials for school media centers, provided they meet the same standards of selection as those applied to the purchase of all school media materials.

## **GIFTS, GRANTS AND BEQUESTS**

### **Administrative Guidelines**

Gifts and bequests valued at less than \$25,000 will be approved by the Superintendent of Schools or his/her designee in accordance with the guidelines listed below. These include gifts and bequests which accrue to a specific school or to the school system. Gifts and bequests of \$25,000 or more must be approved by the Board of Education.

1. Gifts from PTAs, students, citizens and other sources \$25,000 be submitted through the office of the Principal of the school to which the gift is being donated.
2. The Building Principal will submit a proposal to accept or reject the gift, together with the following details to the Director of Finance and Management. Please note that donations shall not be requested for items such as required equipment or furniture, personnel, basic texts and other materials needed for the Board-approved school curriculum through outside donors including funding websites when doing so would create significant differences among the facilities or programs of the various schools. The proposal should include:
  - a. A complete description of the gift and its proposed use. If pertinent, include make, model, serial number, approximate value and how this value was determined.
  - b. The Principal will indicate that the proposed gift is compatible with Board of Education goals and objectives, and existing equipment, furnishings or materials.
  - c. A statement of immediate and long-range cost estimates, including the cost of transportation, possible storage charges, cost of installation and cost of short-term and long-term maintenance. Indicate whether the donor will be responsible for any of these costs.
  - d. A statement indicating whether the gift may have long-range implications for staffing or program changes in that school or within the system.
3. The Director of Finance and Management will review the proposal to accept a gift with appropriate school personnel and officials; and will notify the Principal, in writing, within ten days as to acceptance, rejection or modification of the proposal.
4. In the event the proposed gift is to be utilized by more than one school, the Director of Finance and Management will follow through on all of the steps and procedures specified for a Building Principal.
5. Gifts classified as structures:
  - a. Any donation of a gift classified as a structure requires preliminary approval of the Facilities Manager. Such gifts must adhere to Town of Manchester building and zoning regulations.

- b. After review by the Facilities Manager and the Superintendent or his/her designee, the project will be submitted to the Board of Education for approval.
- 6. Employees are prohibited from engaging in crowdfunding activities (e.g. the use of websites or applications such as Donors Choose, Kickstarter, GoFundMe, etc.) on behalf of the Board of Education, its schools, classes, or extracurricular teams or clubs unless permitted by the Superintendent of Schools or his designee.

The Building Principal or Director of Finance and Management will see that proper thanks are given for all gifts.

Adopted: August 26, 1991  
Revised: March 12, 2012  
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