

## **Procedure – Gifts or Donations**

The District Administrator in charge, for the location or department the gift or donation is being offered, shall be responsible for conducting, evaluation and submitting the results to the Superintendent for consideration.

Any gift or donation presented to the district shall satisfy the following criteria:

- A. The purpose or use shall be consistent with philosophy and programs of the district and Policy 6114;
- B. The district shall assume only a minimum financial obligation for installation, maintenance and operation;
- C. The gift or donation shall be free from health and/or safety hazards; and
- D. The gift or donation shall be free from a direct or implied commercial endorsement.

If the value of the gift is \$2,000.00 or under, the Superintendent or designee will make the decision to accept or reject the gift or donation. If the value of a single gift is \$2,001.00 or more then the Board will make the determination.

If a single gift or the cumulative value of gifts or donations is between \$2,001.00 and \$5,000.00 and is gifted to a gender-specific group or team, it shall be reviewed by the Superintendent and Director of Business & Operations or designee to determine if an unfair advantage to the gender-specific group or team receiving the gift exists. If an unfair advantage is determined, 50% of the gift in excess of \$5,000.00 shall be allocated to the opposite gender-specific group or team.

After Superintendent or Board approval has been received the Administrator will supply the Business Office with documentation of the gift or donation. The Business Office will be responsible for processing gifts or donations into the appropriate systems.

All gifts and donations shall become district property and shall be accepted without obligation relative to use and/or disposal. Gifts and donations may not come in the form of cash, gift cards, or gift certificates as these may create integrity risks.

Staff must obtain the approval from the building principal or responsible district administrators prior to the solicitation of any gifts and donations. Any donations of money must be done through a check written to the school and accepted through the district receiving process.

*Cash donations or group-funding is not acceptable as they create integrity risks.*

### **Recognition**

Gifts of school district resources such as gifts to employees, non-employees, and students is not allowable. The district may, however, recognize employees and students for accomplishments including, but not limited to, outstanding achievements, safety performance, etc. Recognition awards must be of nominal value (\$100.00 or less for staff and \$15.00 or less for elementary and middle school students and \$40 high school students) as estimated by their retail value and must only occur on an occasional basis.

Recognition may not come in the form of cash, gift cards, or gift certificates as these create integrity risks.

If the District wishes to provide a more significant award beyond the amounts outlined above, it may do so by obtaining these items through donations from outside sources. The purpose and the donations to be obtained must be approved by the superintendent prior to procurement.

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