Administrative Procedures

**GIFTS, GRANTS AND BEQUESTS**

1. Every gift to an individual building must be approved by the Building Principal. A gift to the district or more than one building must be approved by the appropriate district administrator.

2. To be acceptable, a gift must:
   - have a purpose consistent with those of the school;
   - be offered by a donor acceptable to the Board;
   - not add to staff load;
   - not begin a program that the Board would be unwilling to take over when a gift or grant funds are exhausted;
   - in the event that a gift may require a direct or indirect expenditure of District funds, including future maintenance, that the principal/administrator shall consult with the Superintendent or his designee prior to approval of the gift;
   - place no restrictions on the Board of Education;
   - not be inappropriate or harmful to the education of pupils;
   - not imply endorsement of any business or product; and all gifts requesting the placement of the donors business logo/name on the item shall be approved by the Superintendent; and
   - not conflict with any provision of the school code or public law.

3. The Superintendent shall notify the Board of all gifts in excess of $200 to give the Board the opportunity to express its appreciation for the gift.

4. Gifts, grants and bequests shall become the property of the Board after acceptance and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials and funds owned by the Board.

5. A letter of appreciation will be sent to donors by the Superintendent on behalf of the Board of Education.

Adopted: November 20, 1967  
Amended: April 20, 1981  
March 17, 2003  
December 20, 2004  
November 11, 2019