

BUSINESS

Gifts and Memorials

Regional District 13 may accept gifts, memorial contributions or equipment for use in the educational program of the school system. The uses made of gifts or memorials given in this manner will be determined in the best interest of the educational program and controlled solely by the Board of Education.

When financial contributions are made, the Board will place such contributions in a special designated account, and all donations will be acknowledged in writing by the Board, its agent or designee. The Superintendent will also maintain a record of those who have contributed to a memorial or gifts to the school(s).

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Board of Education must accept gifts that are valued over \$5,000 and meet criteria established by the administrative regulations established in accordance with this policy. Notwithstanding the foregoing monetary values, any proposed gift that will display a message commemorating a deceased individual (a “Memorial Gift”) shall be forwarded to the Superintendent of Schools for consideration.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500.

- Policy Adopted: January 12, 1971
- Policy Reviewed: July 10, 1991
- Policy Revised: September 24, 1997
- Policy Revised: July 5, 2007
- Policy Revised: June 11, 2008
- Policy Reviewed: December 1, 2009

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Any gift presented to the school district should be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education. Persons seeking to donate items to the school district that include advertising messages or slogans must complete an application describing the proposed advertisement. Application forms may be obtained from the Superintendent of Schools.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Would not bring unacceptable costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will be appropriate to the best educational interests of students, as determined by the administration
- Will not be in conflict with any provisions of the school code or public law

The Superintendent shall make the Board aware of all donations to the district. Donations to the school district including advertising messages or slogans shall be reviewed first by the policy committee of the Board of Education, and then forwarded to the full Board of Education for approval.

In considering whether to accept a Memorial Gift, the Superintendent of Schools shall consider the criteria set forth above and the following additional criteria:

- The relationship of the deceased to the school district
- The character and appearance of the proposed Memorial Gift, including the words selected to commemorate the contributions of the deceased to the district

All gifts, grants and bequests shall become school district property.

A letter of appreciation shall be sent to the donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

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