

## Raymond School District Policy – KCD-R

### PUBLIC DONATIONS AND ACCEPTANCE OF GIFTS

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restriction that may apply for official action and recognition of the school board.

To be accepted, a gift must meet the following criteria:

1. Have a purpose consistent with the mission and goals of the school district
2. Be offered by a donor acceptable to the School Board
3. Will not involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds
4. Will not employ "regular" full or part-time personnel
5. Will place no restrictions on the school program
6. Will not be inappropriate or harmful to students
7. Will not imply endorsement of any business or product
8. Will not be in conflict with any provision of school policy or public law
9. Gifts to individual members of the staff by pupils, parents, or organizations should be non-monetary.

Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.

Donations of equipment shall be added to the district's inventory provided it is operative at the time of donation and meets an educational purpose of the district.

Any purchase to be funded by a cash donation must be processed in accordance with district policy.

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

A letter of gratitude will be sent to the donor for accepted or rejected gifts.

*Category O*

Adopted: May 21, 2008