

## Raymond School District Policy - KCD

### PUBLIC DONATIONS AND ACCEPTANCE OF GIFTS

Gifts from organizations, community groups and/or individuals which will benefit the District shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the building principal or the superintendent what gifts are appropriate and needed.

The board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

Gifts of a value of \$100 or less will be accepted by the authority of the appropriate principal, director or program manager. Gifts of a value in excess of \$100 but less than \$500 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$500 will be presented to and acted on by the School Board. Gifts of real property can only be accepted by the annual school district meeting. Gifts of money shall comply with the requirements of RSA 198:20-b.

Any gift accepted shall become the property of the district, may not be returned without the approval of the board, and is subject to the same controls and regulations as are other properties of the district. The board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

On a monthly basis, the Superintendent shall present the School Board with a list of gifts that have been accepted by the Principal, Director, Program Manager, or Superintendent.

*Appendix KCD-R*

*Category O*

Adopted: May 21, 2008