



Code: **KH**
Adopted: 6/04/86
Readopted: 10/23/91; 11/08/06 10/22/14
Orig. Code(s): 8500

Public Gifts and Donations to the District

The Board recognizes that individuals and organizations in the community may wish to contribute supplies, equipment, property, large capital improvements or money to extend or enhance instruction or services offered by the district. The district reserves the right to accept gifts and donations for any purpose deemed to be consistent with district goals, programs and policies. Once the gift or donation is accepted, it becomes the property of the district.

Only the Board may accept and approve gifts which are over \$10,000 in value. Gifts, which are less than \$10,000, may be accepted and approved by either the superintendent, chief financial officer or building administrator.

In considering acceptance of a gift or donation, the Board and/or administrators will adhere to the following basic principles:

1. Emphasis will be placed on providing equal educational opportunity for all students;
2. Donations to employ individual staff members are discouraged;
3. Excluding greeting cards and small token gifts of appreciation, gifts to specific individual members of the staff by students, parents or organizations are not allowed;
4. Gifts will become the property of the district and subject to the same controls, rules and regulations that govern the use of district-owned property;
5. Any district purchase funded by cash donation must be processed in accordance with Board policies and public purchasing requirements;
6. Contributions of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from district funds, will be presented by the superintendent for Board consideration and approval;
7. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and superintendent regarding what kind of gift should be made. The superintendent will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools;
8. At the time of acceptance of the plan, there will be a written plan to specify understandings with regard to the use, implementation, ownership, maintenance and timeline of the gift. The written plan should include such topics as:
 - a. A specific business plan;
 - b. An explanation of the project;

- c. Motivation or need for the project;
 - d. District goal or need that the project meets;
 - e. All costs of the project;
 - f. Provisions for obtaining funds for the project;
 - g. Deadline for fund raising;
 - h. Deadline for project completion;
 - i. Total project timeline;
 - j. Name of the person responsible for the project;
 - k. Use of funds if insufficient funds are raised.
9. Any group planning to raise money for a gift or donation to the district in excess of \$5,000 must first consult with the superintendent or designee before fund raising activities can begin. Written guidelines will be developed for each fund raising project. Projects that affect district facilities or grounds shall be approved in consultation with the director of business and operations.

Acceptance of gifts or donations over \$5,000 must take place in a public, open Board meeting and must require approval of the written plan and, if appropriate, guidelines for fund raising.

END OF POLICY

Legal Reference(s):

[ORS 294.326](#)
[ORS 332.075](#)

[ORS 332.107](#)
[ORS 332.385](#)

Cross Reference(s):

GBI - Gifts and Solicitations
IIA - Instructional Resources/Instructional Materials