

Public Gifts to the District Guidelines

Requests by an individual, group or organization to enhance or extend the work of the district with gifts will be processed as follows:

1. The individual, group or organization (the donor) will be provided a copy of the district policy KH by the superintendent. At that time the superintendent or designee will consult with the donor regarding the gift and the intent of the donor.
2. The superintendent or designee will inform the donor how the district will consider the donation; i.e., the superintendent may: 1) consult with legal counsel to ensure the requirements of Title IX are met; 2) consider long-range costs to the district; 3) consider the needs of the district.
3. The individual, group or organization must submit a plan to show sufficient funding for all aspects of a building project to include architectural fees, wetland mitigation if necessary, building permits, and a schedule of donations if the project is to be supported over a period of years.
4. The superintendent will review the donor's request. He/She may solicit the input of the building principal, athletic/activities director, advisor(s) and others as applicable.
5. The superintendent will submit his/her recommendation to approve/deny the request to the Board whose decision shall be final.
6. All fund raisers and/or contributions will be placed in a special fund designated by the Board. The district will not accept funds that are fund raised unless the funds are collected and managed in a manner approved by the district business manager.

Board decisions to approve an activity/event/program will be subject to the following:

1. The Board will review the request and consider the superintendent's recommendation at a regular or special meeting. The individual, group or organization may be invited to respond to any Board questions.
2. All funding necessary to begin a donation-specific gift activity/event/program must be deposited in district accounts established for that purpose no later than 30 calendar days prior to the starting date of the activity.
3. In the event sufficient money is not raised for a donation-specific purpose, money donated will remain in the designated program or activity fund for one year. In the event the program/event/activity is reduced, suspended or discontinued after one year, the money will revert to the general fund.

4. All disbursement of funds will be made from the appropriate fund established for the activity. No disbursement of funds will be permitted until the minimum amount necessary, as determined by the Board, has been deposited.
5. Direct payment to school employees is prohibited.
6. Should donations be approved for any extra-duty advisor, coach or staff of a proposed program, event, or activity; a contract may be offered and signed only following superintendent or designee approval that necessary funds have been deposited in district accounts on or before the deadline established by the district.
7. All funded programs, events, or activities instituted, or equipment/supplies purchased due to the donations of individuals/groups/organizations will remain under the direct control of the district.
8. Fund-raising conducted on behalf of the district by non-school individuals, groups and organizations must meet established Board policy and administrative regulations governing such activities.
9. Under no circumstances will students or staff be coerced or compelled to participate in fund-raising activities. Students may not be barred or otherwise penalized because of a refusal to participate in fund-raising activities conducted on behalf of the district.
10. Any unspent funds donated or raised on behalf of the district remaining at the conclusion of the program, event, or activity will be retained by the district in the appropriate program or activity account or general fund as deemed appropriate by the Board.
11. The superintendent or designee will report to the Board and donor at the conclusion of the program, event, or activity a final accounting of all associated revenue and expenses.