

## Gifts and Donations to the District

The Gresham-Barlow School District Board of Directors 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 school district. It is important that the district administer fund-raising activities in such a way as to maintain an equitable balance of resources so that all district students have comparable educational opportunities.

Only the Board may accept and approve gifts which are over \$5,000 in value. Gifts which are less than \$5,000 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 comparable educational opportunity for all students;
2. Donations to employ individual staff members are discouraged;
3. Gifts to specific individual members of the staff by students, parents or organization are discouraged, excluding greeting cards and small token gifts of appreciation;
4. Gifts will become the property of the school district and subject to the same controls, rules and regulations that govern the use of district-owned property;
5. Any district purchase funded by a cash donation must be processed in accordance with Board policies and public purchasing requirements;
6. At the time of acceptance, 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 specific business plan;
  - An explanation of the project;
  - Motivation or need for the project;
  - District goal or need that the project meets;
  - All costs of the project;
  - Provisions for obtaining funds for the project;
  - Deadline for fund raising;

- Deadline for project completion;
  - Total project timeline;
  - Name of the person responsible for the project;
  - Use of funds if insufficient funds are raised.
7. Any group planning to raise money for a gift or donation to the school district must first consult with the superintendent or designee before fund-raising activities can begin. Written guidelines will be developed for each fund-raising project.

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

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**Legal Reference(s):**

[ORS 294.326](#)

[ORS 332.075](#)

[ORS 332.107](#)

[ORS 332.385](#)