

**Lake Oswego
School District 7J**

Code: **KH**
Adopted: 1/17/83
Readopted: 6/08/09; 5/04/15; 11/09/15
Orig. Code(s): 3210

Public Gifts to the District

The Board and district gratefully accept donations and recognize that individuals and organizations in the community may wish to contribute additional resources, supplies or equipment to enhance or extend the district's opportunities and programs. The Board is committed to the fair and equitable provision of opportunities for all students.

For the purposes of this policy, equity is to be measured in terms of individual and school program needs, which does not always equate to similar resources.

Specifications for educational programs, technology, athletics, and facilities will be used as a baseline for assessing equity and to assist schools with determining fundraising priorities.

Gifts will be accepted given the following provisions:

1. The purpose or use is consistent with the mission and programs of the district.
2. Individuals or organizations desiring to contribute equipment or materials will first discuss the acceptability of such contributions with the school administrator, prior to soliciting funds or making budgetary appropriations.
3. The superintendent has determined the gift shall not create an inequity between buildings or programs, among or within schools, that cannot be rectified over a three- to five-year period. If needed, a plan for establishing equity over a three- to five-year period will be developed during the fiscal year that the gift is accepted.
4. Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitment from school funds shall be studied by the district staff and shall be presented for consideration and approval together with estimates of future financial requirements.
5. Contributions to the schools become the property of the district and are subject to the same controls, codes, and regulations that govern the construction of, or the use of, district-owned property.
6. Contributions involving proposed facility capital improvements normally costing \$5,000 or more require prior approval of the Board. School administrators will first discuss proposed facility improvement projects with central administration prior to soliciting funds or making financial commitments.
7. Contributions for the direct purpose of hiring or employing staff will be accepted only from the Lake Oswego Schools Foundation.

The superintendent or designee will implement a standard form and reporting process to gather all gift and contribution data by school by calendar quarter. Summary annual results will be shared with the Legal Budget Committee in its annual orientation meeting each year for possible consideration in the development of next year's budget.

The district will acknowledge the receipt of gifts in compliance with IRS regulations.

END OF POLICY

Legal Reference(s):

[ORS 294.326](#)

[ORS 332.075](#)

[ORS 332.107](#)

[ORS 332.385](#)

Cross Reference(s):

IIA - Instructional Resources/Instructional Materials