

# Malheur Education Service District

Code: **KH**  
Adopted: 9/20/05  
Readopted: 7/15/14  
Orig. Code(s): KH

## Public Gifts to the District

It is the policy of the Board to accept gifts and donations of funds, time, and materials when they clearly support the programs and services of the ESD and are in keeping with ESD goals. Such gifts and donations shall be equally open and available to assist any staff member or student as may be appropriate.

The superintendent shall provide for the implementation of this policy.

Financial funds received in a trust capacity will be submitted to the Board for evaluation and approval. The funds may be accepted as expendable trust funds giving consideration to the following criteria:

1. A trust agreement letter shall be received setting forth the purpose of the fund, a statement of commitment to comply with ESD accounting and purchasing procedures, the understanding that purchase decisions will be made by the designated ESD staff, and the appropriate disposition of any remaining balance when the purpose of the funds no longer exists.
2. The funding will be appropriately used to support ESD programs, goals, and objectives.
3. Donors will be informed of the nature and purpose of the trust fund at the time the contribution is solicited or received.
4. The ESD Administrative Team (A- Team) shall review each request for the establishment of a trust fund.
5. Only if the establishment of the trust fund is recommended for approval by the A- Team will the superintendent submit the request to the Board for approval.

END OF POLICY

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### Legal Reference(s):

[ORS 294.326](#)  
[ORS 334.125\(6\)\(e\), \(7\)](#)  
[ORS 334.215](#)

[OAR 581-024-0310](#)