

# North Santiam School District

Code: **KH**  
Adopted: 8/17/00  
Readopted: 3/19/09; 10/19/17

## Public Gifts/Donations to the District

Gifts and donations which may serve to enhance and extend the work of the schools may be received by the district. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.

Gifts accepted shall be used for the purpose for which they were donated.

The application process for the acceptance of gifts or donations will be used to track gifts and assure that an official thank you letter and receipt is sent from the district to the donor. This process allows for official notification to the Board of any gifts or donations to the district.

Any technology gifts or donations must be approved by the technology department before it can be accepted at a building site.

The district supports and encourages volunteer groups in the community who propose sponsorship of construction or remodeling of district facilities. Criteria, as determined by the district, must be met and all plans must be approved prior to the beginning of the project or any funding raising for the project. All signage donations to schools must be district approved and have the name of the district included unless exempted by the superintendent or designee under special circumstances.

Representatives from sponsoring groups planning on donating for the purpose of construction, remodeling and/or signage, or if grant money is to be applied for and used for such purposes, must first meet with the principal, the communications specialist, the facilities director and superintendent (or designee) to discuss the financial and legal ramifications of the proposed project as part of the pre-approval process. Once approved, the Board will be notified and regular meetings will be set up with district representatives during the planning and construction phase of the project.

END OF POLICY

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### Legal Reference(s):

[ORS 294.338](#)  
[ORS 332.075](#)

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

### Cross Reference(s):

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