

North Santiam School District

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

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. Such gifts will be subject to the stipulations in this policy. 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.

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 Director of Technology 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. However, certain expectations must be met by the sponsoring groups for donations that exceed a value of more than \$1500, last more than three years, and/or have liability issues attached. All signage donations to schools are expected to have the name of the District included unless exempted by the Board 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 building 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

Legal Reference(s):

[ORS 294.326](#)
[ORS 332.075](#)

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