



Code: **KH**
Adopted: 10/21/91
Revised/Readopted: 7/09/08; 2/22/17
Orig. Code(s): KH

Public Gifts to the District

Gifts which may serve to enhance and extend the work of the schools may be received by the district. It will be the district's general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. 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.
2. Contributions of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, will be presented by the superintendent for Board consideration and approval.

Any contributions of technology and related items, specifically devices that will connect to the district's network, must be vetted and approved by the director of technology prior to accepting the donation.

3. Any groups planning to raise money for a gift to a school or the educational system will first consult with the building principal or superintendent or designee regarding what kind of gift should be made.
4. Priority lists of needed and desirable equipment, supplies or services will be kept in each school.
5. Contributions of small items (valued at less than \$500), such as books or consumable supplies do not require prior approval with the exception of technology (see #3 above).
6. Contributions for a scholarship or scholarship fund shall be developed by superintendent or designee appointed by the Board. These funds will be accounted for within a fiduciary trust fund, held specifically for that designated purpose only.
7. A Gifts to the District form (see administrative regulation KH-AR) shall be submitted to the Board for any gifts, contributions or donations to the district, whether in monetary funds or tangible property, valued at \$500 or above.
8. All gifts will be subject to the provisions of Board policy.

In accepting gifts at the district-level, the the superintendent or designee should attempt to equitably distribute contributions to the various school facilities.

END OF POLICY

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