

PUBLIC GIFTS/DONATION TO THE SCHOOLS

Administrative Procedures

1. The Board policy states that the Board will officially acknowledge the donated gift at a Board meeting and will also thank the donors in writing. If there is additional recognition requested beyond the stated policy (plaque, banner, etc.), the group requesting the recognition must get permission from the Board. Recognitions such as a banner may be displayed for a predetermined amount of time (i.e. a season) to recognize donors.
2. When considering a request for a donation, the Board may direct the request to go to a sub-committee such as the Plant Transportation sub-committee to gather more detailed information before making their final decision.
3. With all donations and recognitions, it should be in accordance with Policy KHB – Advertising in Schools and be consistent with the mission of the District.
4. All gifts of computer and /or other technology equipment and funds to be used for such purchases shall not be accepted without consultation of the K-12 Technology Coordinator.
5. The Board does not assume responsibility for placing a value on any gift donated pursuant to this policy for use as a deduction on the donor's tax return.

Adopted: April 2011