

Gifts or Donations

Purpose

This policy sets forth the parameters for the acceptance of gifts or donations by the district, and the circumstances in which gifts may be awarded by the district.

Scope

This policy applies to the Superintendent, administrators, employees, students, parents and guardians and the community.

Policy

1. GENERAL CONDITIONS OF ACCEPTANCE

- 1.1. The Board of Directors recognizes that individuals and organizations in the community may wish to contribute additional resources, supplies or equipment to enhance or extend the instructional program. Any gift or donation to the district of real property can be accepted only by Board approval. Additionally, any gift or donation to the district or to an individual school or department of money, materials or equipment having a value of \$2000.00 or greater will be subject to Board approval.
- 1.2. The Board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift.
- 1.3. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.
- 1.4. The Superintendent will establish criteria to be met in the acceptance of all gifts or donations to the district, regardless of whether they are solicited or unsolicited.

2. UNSOLICITED GIFTS OR DONATIONS TO THE DISTRICT

Money or additional supplies and equipment donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

3. SOLICITED GIFTS OR DONATIONS TO THE DISTRICT

Certificated staff seeking donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking donations to benefit an entire school or the district as a whole must obtain prior approval from the Superintendent or designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the Board's authorization.

4. GIFTS TO STAFF, STUDENTS AND OTHERS

- 4.1. The Board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with gifts, the Board encourages the giving of

letters of appreciation instead, and discourages the giving of all but small, inexpensive gifts.

- 4.2. The Board appreciates the commitment and contributions made by employees in achieving the mission and goals of the district. Utilizing school district resources (public funds) for gifts to employees, non-employees and students is generally not allowed. The district may, however, recognize employees, non-employees and students for accomplishments including, but not limited to, outstanding achievements, safety performance, community service, or longevity in employment with the district.
 - 4.2.1. Recognition awards or gifts must be of de minimus amount (\$200.00 or less) per individual annually. Acceptable awards or gifts may include, but not be limited to, trophies, plaques, clothing, gift cards, or gift certificates. Monetary awards in the form of cash or check issued by the district may not be given.
 - 4.2.2. All expenditures for recognition awards or gifts will be adequately documented to support the public purpose and compliance with applicable laws.
 - 4.2.3. The Superintendent or designee will coordinate provisions for implementing district recognition programs at his/her and the Board's discretion.

Related Procedures

N/A

Policy Cross References

N/A

Policy Legal References

RCW 28A.320.030 – Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration

WAC 392-190-025 – Recreational and athletic activity

Management Resources

Policy & Legal News, June 2015 – Other updates

Policy History

Action:	Date:
Approved by the Board	July 19, 2017
Revised	
Revised	
Revised	