

The district under ORS 332.375 may receive gifts of money, property, supplies, or services, which may serve to enhance and extend the work of the schools and are consistent with the purpose and mission of the school district. If accepted, such gift(s) will be used for the purpose(s) specified by the donor under the local budget law or other applicable law. Final authorization regarding acceptance decisions is retained by the superintendent.

All gifts of money, property or equipment shall be reported to the Board. Gifts for field trips, etc., are to be considered as money. Gifts to the district shall be used or expended for the purpose for which they are intended.

Gifts of property and equipment shall be appropriately entered into district records for the purpose of insurance and inventory.

It shall be the general policy of the district to direct those who desire to make a contribution to consider equipment or services that are not likely to be acquired from public fund expenditures. Gifts to the district are subject to the following guidelines:

1. Equipment contributed to the schools become the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
2. Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitments from school funds shall be presented to the Superintendent's Office for approval.
3. Individuals or organization desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations. Site administrators shall review questions of suitability with their immediate supervisors.
4. Funds shall not be obligated for the purchase, repair, or upgrading of any equipment, property, or program based on the promise of any gift prior to formal acceptance of the gift by the District.
5. A report shall be issued when any school or any other administrative unit receives a gift of money, material, or equipment. The completed "Gifts to the District" form shall be forwarded to the Superintendent's Office. The forms are available through the District's Purchasing and Distribution Warehouse.
6. Schools or any other administrative unit receiving gifts will provide written acknowledgement to the donor including description of the donation, value or estimated value of the donation, and district tax identification number. The acknowledgement letter shall be signed by the principal or other lead administrator and the superintendent.

ADOPTED: 09/17/01

AMENDED: 09/17/01

REVIEWED BY: Leadership Council

**CROSS REFERENCE: BDGov A.6 Asset
protection**

GIFTS TO THE DISTRICT

Report to the Superintendent

Directions: This report is to be submitted to the superintendent for each gift of material or monetary value. The report is to be submitted as gifts are received.

Administrative Regulation KH-AR GIFTS TO THE DISTRICT

The school board may accept money, or property donated for the use or benefit of the school district, and use such money or property for the purpose for which it was donated (ORS 332.375). All gifts of money, property, or equipment shall be reported to the superintendent and the superintendent shall accept the gifts on behalf of the district. Said gifts shall be expended or used for the purpose for which they were intended. Property and equipment shall be entered into the District records for the purpose of insurance and inventory.

School _____ Date _____

Gift _____

Donor(s) (Include sufficient information for the school board to respond)

Declared Value _____

Designated Use (if any) _____

Special Conditions (if any) _____