

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: March 13, 2018

REVISED:

702-AR-0. GIFTS AND DONATIONS

The District appreciates all gifts, grants and donations given to the schools to support and supplement the District's educational programs and student activities program.

All gifts accepted by the District will become the property of the District.

Administrative Action On Gift/Donation

The Administrator shall consider the following when acting upon a gift request:

1. Financial implication for the District as a result of accepting the gift.
2. Benefit to students, staff and/or community.
3. Impact upon school program(s), procedures and/or curriculum.
4. Safety factors.
5. Commercial, ideological, religious or political promotion.

Potential Donations will be processed as follows:

1. The building principal/administrator shall recommend approval or disapproval of a gift request.
2. Requests shall be forwarded to the Assistant Superintendent with the recommendation of the building principal/administrator.
3. Donations to unpaid Food Service account balances – Maintained in the general fund and with a distribution plan for, but not limited to, homeless students with negative balances, students with a negative balance experiencing family hardship, and to assist free and reduced students with negative balances.
4. The Assistant Superintendent shall review such requests and forward them with recommendation to the Superintendent.

5. Gifts of under \$1,000 value may be approved by the principal/administrator. The principal/administrator shall notify the Assistant Superintendent of the acceptance of such gifts. Gifts valued at more than \$1,000 need the approval of the Assistant Superintendent.
6. The Superintendent shall notify the Board quarterly of gifts received and indicate their use/location.
7. All donations must be in accordance with Applicable Law and Title IX regulations.

The following response will be sent to the giving individual/organization:

1. Letters of acceptance shall be written by the Assistant Superintendent or Business Administrator, recommending acceptance, and shall express appreciation to the donor, as well as any restrictions, if applicable.
2. Letters of rejection shall include recognition of appreciation for the offer, as well as specifying to the donor reasons for rejection.
3. Gifts of more than \$1,000.00 in value shall be recognized by the Assistant Superintendent or Business Administrator with a letter of appreciation to the donor.

Inventory Responsibilities

The Business Office will be notified in writing upon acceptance of a gift/donation of equipment with a value in excess of \$1,000.00 so the item(s) can be included in the District's fixed asset system.

All cash donations/gifts, regardless of amount, should be deposited in accordance with standard Business Office procedures.

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702-AR-1. INTENT TO GIVE GIFT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the District in order to support and supplement the District's educational and/or student activities program.

Name of individual, group or agency: _____

Contact person, if group or agency: _____

Address: _____

District program, school or grade level to be recipient: _____

Purpose of gift, grant, donation: _____

Amount of gift, grant, donation: _____

The District will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the District's educational program.

I attest that there are no encumbrances against this gift to the District.

Donor Signature

Date

Approving Administrator Signature

Date