

GIFTS

The Centennial School Board recognizes that there may be occasions when gifts are accepted by the District from individuals and/or organizations.

The Superintendent is responsible for the implementation of this policy.

Refer to: Business Affiliations, Policy 6.7

Policy: 7.6

Adopted: 10/14/80

Amended: 50/27/86

..... 12/05/89

..... 03/09/93

..... 01/10/95

..... 02/12/02

..... 06/09/09

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- I. All gifts/donations become the property of the District and are subject to the use designated by administration.

- II. Administrative Action on Gift/Donation
 - A. 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, procedures and/or curriculum
 4. Safety factors
 5. Commercial, ideological, religious or political promotion

 - B. Processing of request
 1. Administrator shall recommend approval or disapproval of gift request.
 2. Requests shall be forwarded to the Assistant Superintendent with the recommendation of the Administrator.
 3. The Assistant Superintendent shall review such requests and forward them with recommendation to the Superintendent.
 4. 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.
 5. The Superintendent shall notify the Board quarterly of gifts received and indicate their use/location.

 - C. Response to the individual/organization
 1. Letters of acceptance shall be written by the 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 in value shall be recognized by the Director of Business Administration with a letter of appreciation to the donor.

III. Inventory Responsibilities

- A. The administrator who accepts the gift or donation of equipment with a value in excess of \$1,000 shall notify the Business Office in writing to include the gift in the District's fixed asset system.
- B. All cash donations/gifts, regardless of amount, should be deposited in accordance with standard Business Office procedures.