

Timberlane Regional School District	Procedure Code: KHC-R
Adopted: 08-18-83 Revised: 08-08-91 Revised: 02-24-05	Page 1 of 1

GIFTS TO SCHOOL

The School Board wishes to encourage appropriate acts of generosity on the part of citizens or groups of citizens in the community. However, to ensure the proper handling of such gifts and to discourage unwarranted solicitation of such gifts other than token gifts to school personnel by members of the staff the following procedures are established for the receipt of gifts:

- A. No member of the staff will solicit gifts for any purpose without receiving authorization from the School Board or its agents.
- B. Any gift offered through a staff member will be reported to the School Board or its agents and it will not be accepted until proper authorization has been granted. A description of the gift, the reason for its offer and its use and need must be described.
- C. All gifts must receive the approval of the School Board by itself or its agents. Proper acknowledgment of receipts will be made by the School Board.
- D. Whenever practical, the solicitation of gifts will be by the School Board or its agents. Information concerning the gift will be presented by the appropriate staff member prior to the solicitation.
- E. Equipment contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
- F. 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 by the Superintendent's office for Board consideration and approval.
- G. Individuals or organizations 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.
- H. In lieu of specific instructions, the School Board shall determine the use of a money gift, grant or bequest.
- I. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent's office at least annually.