

## GIFTS

The board recognizes that individuals and organizations in the community may wish to contribute money, supplies, equipment, materials, or real property to enhance the school program. The board appreciates such generosity and recognizes the valuable contribution donations can make. Accordingly, the board has established the following guidelines for acceptance of gifts:

1. Organizations and individuals wishing to make a gift to a school or to the district are asked to talk with a principal or district level administrator prior to making final plans. Prioritized lists of appropriate objects, activities, and purposes for which restricted donations, gifts or contributions can be accepted will be developed annually by the schools and made available for review by the Superintendent and Board. Gifts are to be compatible with the programs and goals of the district. District officials will advise potential donors of how the proposed gift would fit the educational program, facility, and users. Additionally, the gift will be evaluated as to potential maintenance requirements or other associated responsibilities.
2. Acceptance of any gift to the district, individual school, or department having a value of \$1,000 or greater will be presented to the board for action. Any gift of real estate must be acted upon by the board.
3. The district will not accept gifts that are of unsuitable condition or which obligate the district to future expenditures disproportionate to the value of the gift. All accepted computer equipment must be in good working condition and meet or exceed minimal configuration standards as set by the district.
4. Corporate or business gifts must be presented to the board for approval and will be reviewed relative to the educational benefit of the donation, while being mindful of concerns regarding commercialization or advertising to students. This would include commercially distributed instructional materials or other items purported to have educational value that include corporate/business or other product promotion content.
5. There can be no commitment made by a staff member or other individual in return or exchange for any gift to the district, school, or department without board authorization.
6. By appearance or intent, acceptance of a gift may not influence decisions made by district staff and officials. There can be no advantage given a donor or his/her family by reason of a gift.
7. Designated or restricted gifts may be accepted if such do not create significant inequities for student programs between or within schools.
8. Designated or restricted gifts must meet a specific and identified need that is either unfunded or underfunded.

9. In accepting a gift, the district must consider ancillary maintenance costs and impact upon the workload of staff.
10. A gift, donation, or private grant will not be accepted for the initiation or continuation of a program without board approval.

Upon acceptance, all gifts become the property of the school district for use or disposal without obligation. The district must reserve the right to decline any gift which does not meet the criteria above. The district will work to process gifts and contributions in a timely manner and with prompt attention to intended purpose. Furthermore, the district will establish and maintain practices for the expression of appreciation to donors.

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