

## GIFTS

- A. Each school site will maintain a prioritized list of appropriate objects, activities, and purposes for which restricted donations, gifts, or contributions can be accepted. This list will be developed consistent with the terms of Board Policy No. 6114 and the educational priorities established by the district. It will be reviewed annually by the Superintendent and Board and will not be accepted unless approved by the Board of Directors.
- B. The school principal will be responsible for assuring site council, staff, and other appropriate individuals will participate in the formulation of the priority list. It is the principal's responsibility to evaluate the priority list to assure all items support the educational priorities of both the individual school community and the district. Donations, gifts, or contribution not on the list must be submitted (by the principal) to the Superintendent for review and will not be accepted unless approved by the Board of Directors.
- C. For gifts of computer hardware or software, the principal will first consult (prior to acceptance) with the Information Services Director to assure these items are in good working condition, would not obligate the district to disproportionate expenditures or ancillary maintenance costs, and meet or exceed minimal configuration standards. All playground equipment must be reviewed by the Facilities Director prior to acceptance.
- D. The school principal shall be responsible for assuring that any gifts or donations of equipment and materials shall be free from health and safety hazards. As necessary, the principal shall seek assistance (to assess health/safety factors) from appropriate district staff.
- E. The principal or other responsible administrator will complete the Gifts and Donations form prior to acceptance. It will be promptly forwarded to the Superintendent. A protocol checklist for the receipt and processing of charitable gifts and donations will be completed by the appropriately designated central office administrator.
- F. The Superintendent will establish and maintain a practice by which appreciation is properly expressed to the donor.