

**ELLSWORTH SCHOOL DEPARTMENT**

**PUBLIC GIFTS/DONATIONS TO THE SCHOOLS**

The Board may accept, on behalf of the school unit, any bequest or gift of money or property for a purpose deemed suitable by the Board in accordance with state law. All gifts shall be accepted in the name of the school unit and become the property of the school unit, but may be designated for use in a particular school or department. The Board will officially acknowledge the gifts at a Board meeting and thank the donors in writing.

Only items of legitimate use in the school program shall be accepted. The Board is under no obligation to replace a gift if it is destroyed, lost, stolen, or becomes worn out. Gifts will not be accepted if they involve an excessive cost for maintenance or installation. If installation is required, the gift shall be installed under the supervision of school unit personnel. The Board will notify in writing prospective donors if their gift cannot be accepted.

The Superintendent shall review the proposed gift/donation and may either accept on behalf of the Board or make a recommendation regarding acceptance to the Board. School Principals may accept, on behalf of their schools, gifts or donations of limited monetary value if approved by the Superintendent. For any gifts accepted on behalf of the Board, the Superintendent shall report said gifts at the next scheduled Board meeting.

The Superintendent shall implement any administrative procedures necessary to carry out this policy.

Legal Reference: 20-A MRSA § 4005

**Adopted: May 27, 2014**

**Amended: October 9, 2018**