

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

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Subject: Donations and Gifts	Date Approved: June 15, 1982 June 20, 2006 March 16, 2010 September 20, 2022 Effective Date: July 1, 1999 June 20, 2006 March 16, 2010 September 20, 2022

1. **PURPOSE**

The Board welcomes donations from individuals, organizations and corporations that enhance the educational or extracurricular experiences of students. However, acceptance of donations must be subject to a review process to ensure their safety and usability by the school system. Accepted donations will be utilized in a manner that is a consistent with the mission and goals of Somerset County Public Schools.

2. **Definitions**

- a. Crowdfunding – a method of raising funds in small amounts from a large group of donors through an internet and/or social media appeal.
- b. Crowdfunding Authorization Form - the form submitted to a building principal and/or Superintendent in support of a staff member's request to seek donations through a crowdfunding appeal.
- c. Donations – Equipment, materials, money, or property given to a school or to the school system for use in or in conjunction with educational or extracurricular programs.

3. **POLICY**

- A. All donations by law become school system property unless a specific exception is granted. As such, all equipment shall be maintained by the Somerset County Public School System after acceptance approval and installation.
- B. The Board of Education, or the Superintendent as its designee, may accept, on behalf of and for the school system, any bequest or gift of money or property for a purpose deemed to be suitable, and will use such money or property as so designated.

- C. Donations and gifts that have a value in excess of \$1,000, or constitute an improvement to real property, must be approved by the Superintendent or his/her designee.
- D. Donations and gifts of less than \$1,000 made to individual schools or programs may be accepted by the building principal or program supervisor and do not require the Superintendent's approval.
- E. The requester of a crowdfunding project must first complete a Crowdfunding Authorization Form (See Administrative Procedures: Policy 200-15). Total donations less than \$1,000 acquired through an approved crowdfunding platform at the school level, will require Principal approval. Programs or projects seeking in excess of \$1,000 acquired through an approved crowdfunding platform will require the approval of the Superintendent or their designee. Upon receipt of project items an initiation of the project the requester will complete a Crowdfunding Project Initiation & Completion Form (See Administrative Procedures: Policy 200-15). The Crowdfunding Project Initiation & Completion Form will be finalized at the completion of the project.
- F. All donations and gifts, regardless of the amount, must be reported in writing to the Director of Finance. All donors shall be appropriately acknowledged by the site receiving the donation as well as the Superintendent or his/her designee.
- G. The provisions of this policy do not apply to donations and gifts to individuals, which are addressed in Policy 100-3: Ethics Regulations.
- H. To be acceptable, a donation or gift must:
 - (1) Have a purpose consistent with the goals and mission of the Somerset County Public School System.
 - (2) Not add to staff work loads or contain unacceptable hidden costs.
 - (3) Not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted.
 - (4) Place no undue restrictions on the Board.
 - (5) Not be inappropriate or harmful to a quality education.
 - (6) Not imply endorsement of any business or product.
 - (7) Not conflict with any provision of School Board policy, or local, state or federal laws.
- I. Donations and gifts presented by an organization or individual from funds raised in a manner deemed incompatible with the mission of the school system may be refused.