

## **GIFTS or DONATIONS**

The Board recognizes that individuals and organizations in the community may wish to contribute additional money, supplies or equipment to enhance or extend the instructional program.

Any gift or donation to the district of real estate can be accepted only by Board approval.

Additionally, any gift or donation to the district, school or department of money, materials or equipment having a value of:

- \$9,999.99 or less shall be subject to Superintendent approval.
- \$10,000.00 or greater shall be subject to Board approval.

The board will not authorize acceptance of gifts that are inappropriate, which carry with them unsuitable conditions, which will obligate the district to future expenditures from the general fund, or which are out of proportion to the value of the gift. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

The superintendent will establish criteria to be met in the acceptance of all gifts or donations to the district, regardless of whether they are solicited or unsolicited.

- A. The purpose or use shall be consistent with philosophy and programs of the district;
- B. The district shall assume only a minimum financial obligation for installation, maintenance and operation;
- C. The gift or donation shall be free from health and/or safety hazards; and
- D. The gift or donation shall be free from a direct or implied commercial endorsement.

All gifts or donations shall become district property and shall be accepted without obligation relative to use and/or disposal.

### **Unsolicited Gifts or Donations to the District**

Money or additional supplies and equipment donated by booster clubs or other groups or patrons to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.

### **Solicited Gifts or Donations to the District**

Certificated staff seeking donations for their classroom must obtain prior approval from the building principal. Other staff or administrators seeking donations to benefit an entire school or the district as a whole must obtain prior approval from the Superintendent or his/her designee. In no event will any commitment be made by a staff member or other individuals in return for any gift to the district or to a school or department without the board's authorization.

**Gifts to Staff:**

The board recognizes that students and/or parents may wish to express their appreciation to school staff by giving gifts. In recognition of the fact that not all families can afford to show their appreciation with gifts, the board encourages the giving of letters of appreciation instead.

Gifting of school district resources such as gifts to employees, non-employees, and students is not allowable. The district may, however, recognize employees and students for accomplishments including, but not limited to, outstanding achievements, safety performance, etc. Recognition awards must be of nominal value (\$100.00 or less for staff and \$50.00 or less for students) as estimated by their retail value. These may not come in the form of cash, gift cards, or gift certificates as these create integrity risks.

The Superintendent shall establish procedures to be used in consideration of gifts or donations to the district.

Cross References:                    3515 – Student Incentives  
    6100 – Revenues from Local, State, and Federal Sources

Legal References:

RCW	28A.320.030	Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration
		WAC 392-190-025 Recreational and athletic activity

Management Resources:    2015 – June Issue

**Adoption Date: January 18, 2005**  
**Revised Date: April 24, 2018; February 28, 2023**  
**College Place School District No. 250**