

PUBLIC GIFTS - DONATIONS TO SCHOOLS

Gifts to the Belle Fourche School District including departments thereof, may be accepted by action of the School Board or by the superintendent and shall become Belle Fourche School District property.

All gifts shall be accepted in the name of the District and become the property of the District, but may be designated for use in a particular school or department.

Only items of legitimate use in the school program shall be accepted.

The School Board is under no obligation to replace the gift if it is destroyed or becomes worn out.

Gifts shall not be accepted if there is excessive cost of maintenance or installation.

Where installation is required, the gift shall be installed under the supervision of Belle Fourche School District personnel.

An individual or organization wishing to make a donation to the Belle Fourche School District including any department thereof, should first obtain the approval of the superintendent. If the donation is ultimately to result in the acquisition of supplies or equipment, the superintendent may initiate a general requisition describing the property to be purchased, who is to perform any necessary installation work, and whether the District is to be reimbursed partially or completely for the cost of the property.

Any gift that involves alterations to buildings or grounds must first be reviewed and approved by the School Board.

To be acceptable, a gift must satisfy the following criteria:

1. Will have a purpose consistent with those of the school.
2. Will not initiate a program which the School Board would be unwilling to assume when gift funds are exhausted.
3. Will not result in undesirable or hidden costs to the School District.
4. Will place no restrictions on any school program.

5. Will not be inappropriate or harmful to the best education of students, nor create unwarranted safety problems.
6. Will not commit the District to endorse any business or product.
7. Will not be conflict with any provision of School Board policy or public law.
8. Will meet the District's construction standards when altering/modifying the buildings or grounds.

The property may be purchased by the donating organization or individual or by the School District. If the item is purchased by the District, upon receipt of the property and its installation (when necessary), the District will bill the donor for the amount of the donation. In certain cases, the District may request the donation to be made before the property is purchased and installed. If the donor wishes to donate equipment to the District, the offer shall be made in the form of a letter to the superintendent describing the equipment and/or property to be donated and its value. Capital improvements, technology items and musical instruments must be approved by the superintendent to insure they meet District specifications. After appropriate administrative review, a decision will be made as to whether the donation will be accepted or not.

The superintendent shall inform the prospective donor of the acceptance of the donation prior to its being delivered to the District. In no case shall any District funds be given to a third party to purchase items to be donated back to the District.

Upon receipt of any gift(s) valued over Fifteen Hundred Dollars (\$1,500.00), the School Board will adopt an action acknowledging receipt of the donation, and a letter of appreciation will be sent the donor with the signature of the superintendent or their designee.

Upon receipt of any gift(s) valued at Fifteen Hundred Dollars (\$1,500.00) or less, the superintendent shall review the appropriateness, obtain approval if required as described above.

The School Board reserves the right to accept or reject any gift/donation.

Legal Reference: SDCL 13-14-5 - Acceptance of Gifts and Donations to School District's- Agreements, Rules and Regulations.

SDCL 13-16-1 - Sources of School District Funds.

SDCL 13-16-2 - Types of Funds Enumerated.

Adopted 02-13-12

(BP)