

706 DISTRICT ACCEPTANCE AND USE OF CONTRIBUTIONS

I. PURPOSE

The school district desires to encourage the broadest possible support of the district's educational programs, which are in the interest of all students. The school board encourages individuals and groups to contribute funds and/or materials in support of educational programs. The purpose of this policy is to provide guidelines for the acceptance of gifts and contributions by the school board.

II. GENERAL STATEMENT OF POLICY

The school district is supportive of individuals or groups supporting school district educational programs through contribution of funds and/or materials. The acceptance and use of all contributions shall be controlled and maintained by the school district to ensure that the interests of all students are met.

III. GIFT ACCEPTANCE

- A. Individuals and groups desiring to make a contribution in support of school programs shall communicate with a district administrator. The contributor shall outline the nature and the extent of the contribution, as well as other specifics. A written contribution proposal is required for all contributions exceeding \$1,000 (this includes in-kind gifts).
- B. The superintendent is authorized to accept contributions of \$1,000 or less on behalf of the school district (this includes in-kind gifts). The contribution must meet the goals and objectives of the school district and the specified school program.
- C. All contributions exceeding \$1,000 must be presented to the school board for approval. The contribution must meet the goals and objectives of the school district and the specific educational program.
- D. All contributions shall meet the following requirements:
 - 1. Acceptance of the contribution must not result in continuing or hidden costs for the school district.
 - 2. Contributions to specific programs shall not place any restriction on those programs.
 - 3. The gift or contribution shall not be harmful or inappropriate for students.

4. Acceptance of a contribution shall not imply school district endorsement or require use of any product or service.
5. Acceptance of a contribution shall not cause a conflict with school board policies and procedures. Further, it shall not be in violation of state or federal law.
6. The school board shall make the final determination with respect to acceptance of a contribution.
7. All gifts and donations shall become the property of the school district.
8. The contribution will not jeopardize other sources of state or federal funding.
9. The contribution will not cause an unreasonable imbalance in programs for students in similar schools or grade levels.

IV. DONATION RECOGNITION

- A. The school district will provide recognition for donations exceeding \$1,000 through a district communication vehicle. The recognition will be shared with prior consent of the donor.
- B. The school district will provide recognition for donations exceeding \$5,000 through a district media press release. The recognition will be shared with prior consent of the donor.

Unique donations of less than \$5,000 can receive recognition through a media press release at the discretion of the superintendent and with prior consent of the donor.

- C. The school district may provide public recognition for donations through signage based on the following criteria:
 - The cost of the school project receiving the donation exceeds \$10,000.
 - The single donation exceeds 40% of the project's total cost.
 - The recognition is pre-approved by both the school and donor prior to the school district accepting the donation.

The school district will determine the appropriate size and the wording of the signage. The signage will have a maximum display term of five years for donations of less than 100% of the project's cost and ten years for donations of 100% of the project's cost.

The school district may make exceptions to the signage recognition upon action of the school board.

V. STAFFING POSITIONS AS A GIFT CONTRIBUTION

If a contribution proposal involves the hiring of personnel, the school district shall direct the hiring process in compliance with school policy. The school board must approve the posting of all personnel positions and the hiring of all personnel.

Policy Adopted: 7/16/01

Policy Revised: 12/17/01, 1/23/06, 9/17/07

Independent School District No. 206

Alexandria, Minnesota