

<b>STILLWATER BOARD OF EDUCATION</b>		<b>CDC</b>
<i>Adoption Date: October 9, 2007</i>		
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## PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The Stillwater Board of Education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests may be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property, and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the district shall be encouraged by district administration. Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss, in advance, with the building principal or the superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the district. Such equipment shall be added to the district's inventory, provided it is operative at the time of donation and meets an educational purpose of the district. Public gifts to the schools that affect building structure or maintenance must be approved by the superintendent's office (see CDC-R1). District facility and equipment standards may restrict the gifts that can be purchased by sanctioned organizations for individual schools, teams, or student organizations.

The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, goals, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students).

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board. However, all conditional gifts and offers of real property must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

Any gift, donation, grant, or bequest that is given or awarded to a Stillwater Public Schools employee and is intended to purchase equipment or instructional materials and uses the employee's district employment status as a factor is the property of Stillwater Public Schools. If the employee changes assignments, departments, or schools they must receive permission from their supervisor before moving the property. If the employee leaves Stillwater Public Schools, the property must remain at Stillwater Public Schools.

All donations (monetary or goods) must be approved in advance by the Superintendent before they are received. The Superintendent will decide if the donation will be received by the site/department or if it should be delivered to the Superintendent's office. Regardless of whether the donation is provided to the Superintendent's office or is received by a site/department, a monetary donation (exclusive of Child Nutrition donations, which are discussed below) will be deposited into a corresponding Activity Fund, with all rules established for the spending of Activity Funds being observed. Any goods (such as equipment or furniture) donated may be delivered to the specific site/department.

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All donations of funds outside of the Child Nutrition accounting software to cover Child Nutrition meals of students shall be deposited into the Stillwater Public Schools Meals For Students Activity Fund. All donations of excess funds less than \$100 inside the Child Nutrition accounting software that are not being transferred to an account within the donator's family (children, nieces/nephews) will be transferred to a general Child Nutrition donations account in the Child Nutrition accounting software to be distributed as needs arise, as determined by the Child Nutrition Director. All donations of excess funds \$100 or more inside the Child Nutrition accounting software that are not being transferred to an account within the donator's family (children, nieces/nephews) will be remitted via check from the Local Child Nutrition checking account to the Stillwater Public Schools Meals For Students Activity Fund. As needed, the Child Nutrition Director will evaluate accounts receivable for student meals to determine the need for donations to cover unpaid balances and will communicate with the Activity Funds Custodian to determine the fund balance in the Stillwater Public Schools Meals For Students Activity Fund. The Child Nutrition Director may invoice the Activity Funds Custodian for an amount up to the remaining balance to cover any outstanding balances from meal charges and the Activity Funds Custodian will pay the invoice via a check to be deposited into the Local Child Nutrition checking account and funds placed into the general Child Nutrition donations account in the Child Nutrition accounting software to be distributed as the Child Nutrition Director deems appropriate.

**REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.**