

**New Procedure**  
**GIFTS AND DONATIONS**

Equipment and materials which are offered for donation to the District (or offered to the District for temporary use) shall be reviewed by District staff to confirm its suitability and durability, and specifically to identify any possible health or safety hazards. If the equipment and/or materials are found to be unsuitable, the appropriate school Principal or other staff member designated by the Superintendent shall indicate the reason(s) in writing. If found to be acceptable, the Principal will submit a work order for appropriate installation as needed. Donated playground equipment or similar equipment that will be utilized by students must be reviewed by the Superintendent's office before acceptance can be granted.

**Terms of Acceptance.** Any gift or donation presented to the District shall satisfy all of the following criteria:

- A. The purpose or use shall be consistent with philosophy and programs of the District;
- B. The District shall not assume a disproportionate or burdensome financial obligation for installation, maintenance, and operation;
- C. Any material/equipment shall be free from health and/or safety hazards;
- D. The donation shall be free from a direct or implied commercial endorsement;
- E. In no event shall any commitment be made by a staff member or other individuals in return for any gift to the District without the Board's prior authorization;
- F. The Board shall not authorize the receipt of gifts or donations that are inappropriate (as determined in the Board's sole discretion), which carry with them unsuitable conditions, or which shall obligate the District to future expenditures from District funds which are out of proportion to the value of the gift; and
- G. All gifts shall become District property and shall be accepted without obligation relative to use and/or disposal.

**Legal Compliance.** The District shall comply with all legal and regulatory requirements for the acceptance and use of gifts and donations. For donations to be used in or related to capital projects, construction, or other procurement activities, the District shall ensure compliance with all applicable laws and regulations for those activities.

Cross References:                      6114 - Gifts and Donations

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