

NEW REVISED POLICY

GIFTS AND DONATIONS

The Board recognizes that individuals and organizations in the community may wish to contribute financial assistance, supplies, or equipment to enhance or extend the District's instructional program. To ensure community contributions are accepted and managed in a manner that is legally compliant and consistent with the District's goals and obligations, the following policies shall govern the receipt of gifts and donations. For purposes of this policy, the term "District" includes all of the District's schools, departments, and any other agencies or properties.

1. Real Property. Any gift or donation to the District of real property can be accepted only upon Board approval. Real property includes land, all buildings, structures or improvements, or other fixtures affixed to the property.

2. Cash Value. Any gift or donation to the District of money, securities or other financial assets, materials, or equipment having a reasonably estimated dollar value of \$10,000 or greater shall be subject to approval of the Board prior to acceptance. Acceptance of gifts or donations with a lesser dollar value shall be at the discretion of the Superintendent, who shall review the proposed gift or donation in accordance with the requirements of this policy.

3. Equipment and Materials. 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.

4. 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.

5. 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.

Legal References:

RCW 28A.320.030 Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration.

RCW 84.04.090 Real Property

Adoption Date: 2/22/11

Wenatchee School District

Revised: 5/28/13

Classification: Optional