

840 – RULE -GIFTS AND BEQUESTS RULES FOR ACCEPTANCE

Gifts or bequests up to one thousand dollars (\$1000) in approximate value may be accepted and acknowledged by the administrator or his/her designee without formal board action. Gifts or bequests valued over one thousand dollars (\$1000) may be accepted by the Board of Education with the administrator's recommendation. All such gifts or bequests shall become the sole property of the district to be used at the discretion of the board, unless otherwise specified in the bequest.

Any community agency which desires to assist the school district through a contribution may be allowed to do so by implementing the following procedure.

- A. Initial discussion of the proposal or project may take place with the appropriate school employee most likely to be affected (i.e. principal, athletic director, band director, librarian, etc.)
- B. In determining whether or not approval shall be given, the administrator shall consider at least (but not limited to) the following criteria:
 1. The purpose should be consistent with school district goals and objectives.
 2. The gift must not add unnecessary to other costs.
 3. Gifts shall not add to staff needs.
 4. Gifts should not start a program the Board of Education may be unwilling or unable to continue.
 5. Shall be offered by an appropriate donor.
 6. Shall not bring undesirable or hidden costs to the school district.
 7. Shall place no unreasonable restrictions on a school program.
 8. Shall not explicitly endorse any business, organization, or product; however, gift acknowledgement and/or recognition is encouraged.
 9. Shall be consistent with public law.
- C. As much as possible, all contributions shall be financial contributions and school district shall make all purchases or other transactions following established procedures. The only exception to this shall be when an outside agency has an existing specific piece of equipment they may wish to donate to the school district which shall then become district property. All other procedures must be followed
- D. No acceptance of gifts or contributions shall be considered to be testimonial or endorsement, no gifts will be accepted with any contingencies, nor will giving gifts bring special privileges or consideration. Gifts will be recognized by a public statement if the contributor so desires.

- E. All gift of money shall be immediately receipted for on a school district Receipt form indication the donor, the amount received, and the purpose of the gift. The gift of monies so receipted shall be deposited intact as soon as practicable in the designated school district depository.
- F. The administrator shall be responsible for the proper accounting of all gifts of money and shall do so in accordance with the Wisconsin Elementary and Secondary Accounting System.

Adopted: October 22, 2001