

POLICY NO. 1340
Adopted: 2-14-79
Revised: 3-23-88
Revised: 11-8-00

GIFTS TO SCHOOL DISTRICT OR INDIVIDUAL SCHOOLS

POLICY:

The Lake Stevens School District recognizes that individuals and groups may on occasion wish to make gifts of equipment or materials which may be housed or located at particular schools in the school district. The District is always appreciative of such offers and may accept them. Any gift to the District of real property can be accepted only by board approval. Any gift to the District or to an individual school or department of money, materials, or equipment having a value of \$200.00 or greater shall be subject to board approval. In no event shall any commitment be made by a staff member or other individuals in return for any gift to the District or to school or department without the Board's authorization. The Board shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions or shall obligate the District to future expenditures from the General Fund that are out of proportion to the value of the gift. The Superintendent shall establish criteria to be met in the acceptance of gifts to the District.

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PROCEDURES:

Equipment and material, which are donated to a school or are brought to the school for temporary use, shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal shall be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal shall indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Any gift presented to the District shall satisfy the following criteria:

1. The purpose or use shall be consistent with philosophy and programs of the District;
2. The District shall assume only a minimum financial obligation for installation, maintenance, and operation;
3. The equipment shall be free from health and/or safety hazards; and
4. Principals, on behalf of the District, may accept gifts of supplies or equipment to be used in pilot programs, programs of experimental nature of in research projects. Such programs or projects must be approved as provided for in district policies (Policy on Textbook Selections and Materials).
5. Principals or building managers, on behalf of the District, may accept gifts for landscaping or beautification, which are in accordance with district site plans.
6. Principals, on behalf of the District, may accept other gifts or supplies, materials, or equipment, when the value of the gift does not exceed \$200.
7. The Superintendent, on behalf of the District, may accept memorial gifts which are in accord with district-approved plans.
8. Gifts other than those listed above may be accepted at the discretion of the Board of Directors.