

Adopted: August 9, 1988  
Revised: March 25, 1992  
June 12, 2000  
School Board Review: June 23, 2014 (No Change)  
Contact Person: Executive Director of Finance and Support Services

## **POLICY 706            DONATIONS**

### **I.        PURPOSE**

State law allows school districts to accept donations of money, goods, services or equipment. The purpose of this Policy is to provide guidelines for acceptance and accounting for donations.

### **II.       GENERAL STATEMENT OF POLICY**

The School Board recognizes the importance of donations to the District and its learners. Donations are frequently received from the following groups and organizations: Booster Clubs, Parent Teacher Associations and similar organizations, student activity organizations, individuals and businesses. All donations must be accepted by the School Board.

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## **REGULATION 706            DONATIONS**

- A. State law allows school districts to accept donations of money, goods, services or equipment. Donations are described as the following:
1. Donations of money or securities of any amount. Securities are stock certificates, notes, bonds, etc., which are redeemable in cash.
  2. This Policy does not apply to donations of personal services.
  3. All donations to staff for school purposes or for use in the schools become school property and are subject to this Policy and related regulations.
- B. Acceptance of donations:
1. Donations of money, equipment or supplies must be accepted by the School Board. This is required to qualify donors for a tax-deductible donation.
  2. The proposal for a donation will be submitted to the Finance Office, with a completed Donation Form, after approval by the Principal or other District administrative personnel.
  3. Written documentation is required to record all donations. A description of the article, equipment item or amount of money is necessary. Serial numbers and model numbers on equipment should be used.
  4. The contributor may designate a specific purpose for the funds.
  5. Donations must be in compliance with state and federal statutes and guidelines, and must not be a burden to the District.
- C. Money will be sent to the Finance Office and recorded in the revenue accounts in the appropriate fund. Non-monetary items with value over the current District capital limit will be recorded in the fixed asset system.