

# **POLICY**

Lower Cape May Regional  
Board of Education

Section: Property

7230. GIFTS, GRANTS, AND DONATIONS

Date Created: December, 2008

Date Edited: December, 2008

## 7230- GIFTS, GRANTS, AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$500 in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the pupils and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with the Principal or Superintendent before appropriating funds to that end;
3. Report to the Board all gifts that have been accepted on behalf of the Board;

4. Acknowledge the receipt of any gift accepted by the Board; and
5. Prepare fitting means for recognizing or memorializing gifts to the school district.

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

Adopted: 18 December 2008

## **REGULATION**

Lower Cape May Regional  
School District

Section: Property

7230. GIFTS, GRANTS AND DONATIONS

Date Created: December, 2008

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### 7230. GIFTS, GRANTS AND DONATIONS

#### A. Definitions

1. "Gift" means a donation of any property, real or personal, including cash, to the school district, to any individual school or class, or to any school program.
2. "Donor" means any individual or organization that offers a gift.

#### B. Gift Proposals

1. A gift proposal may be made to a Principal or administrator. When a gift is proposed to any staff member, the donor shall be referred to the Principal or administrator.
2. The Principal or administrator shall prepare and submit to the Superintendent a property donation form for any gift that cannot be accepted directly in accordance with C1. The form will include:
  - a. The name and address of the donor;
  - b. A description of the proposed gift;
  - c. The class, school, and/or program to which the donation is made;
  - d. The proposed use of the gift and its relation to the curriculum;

- e. The proposed location of the gift;
  - f. The cost to the district, if any, for moving, installation, and maintaining the gift; and
  - g. The donor's intention, if any, that the gift be a memorial.
3. A donor who proposes a gift of funds up to \$500.00 in amount will be invited by the appropriate Principal or administrator to discuss the dedication of the funds to a purchase that will enrich the school program. The donor will be encouraged to fund purchases not likely to be made with public funds.
  4. Any proposed donation of funds \$500.00 or more will be referred to the Superintendent, who will invite the donor to confer with him/her on the dedication of the funds.
  5. Principals and administrators are encouraged to keep a list of appropriate gifts as an aid to individuals and organizations seeking gift opportunities.

#### C. Acceptance of Gifts

1. The Principal of the school or the administrator of the program in which a proposed gift is to be used may accept the gift directly, provided its value does not exceed \$500.00. Any such directly accepted gift must meet district standards for health and safety and must be promptly reported to the Superintendent.
2. The Superintendent may accept gifts of funds up to \$500.00 in amount and gifts of property valued at up to \$500.00. All gifts accepted by the Superintendent will be reported to the Board.
3. All gifts of value greater than \$500.00 can be accepted only by resolution of the Board duly convened.
4. The staff members who would be professionally involved in the use of the gift will be consulted on its suitability in the educational program.
5. A gift of property may be submitted for professional assessment and evaluation before it is accepted, in order to determine the Board's potential liability for installation, maintenance, and/or repair.
6. The district purchasing officer will be consulted as to whether a proposed gift meets necessary district specifications. A gift that does not meet district health and safety standards will not be accepted.
7. A gift of money, whether or not it is dedicated to a specific purpose, will be accepted into the general account of the district. Any purchases made with the

gift are subject to applicable state law and Board policy on advertising for bids and purchasing generally.

8. The donor of any accepted gift of property or cash will be notified in writing of the acceptance of the gift, the value of the gift in dollar amount, and the value of the gift to the educational program of the district.
9. A gift intended as a memorial will be fittingly recognized by means (such as a plaque or ceremony) approved by the donor and the Board.
10. Capital property accepted as a gift shall be insured for its replacement value.

Issued: 18 December 2008