

POLICY

2017

5220

Non-Instructional/Business
Operations

**SUBJECT: ACCEPTING GIFTS AND USE OF DISTRICT APPROVED
DONATION WEBSITES**

Board of Education

When considering acceptance of a gift, the Board of Education shall (1) determine that it is in the best interest of the District to accept the gift as well as any conditions attached to the gift, and (2) that such acceptance is within the laws pertaining thereto.

Gifts that are offered with certain conditions will first be reviewed by the school attorney, who will review the conditions to assure their legality, or to develop an alternative plan to satisfy the conditions.

The acceptance of a gift shall be made by the Board of Education by resolution. However, the Superintendent is authorized to accept a gift that does not exceed a value of \$1,000. In this regard, the Business Office will determine the value of the gift. The Board will be promptly notified by the Superintendent of the acceptance of a gift of less than \$1,000. Should the Superintendent elect to reject a gift, the situation will be reported to the Board of Education for their information and review.

Gifts of books and /or supplementary material shall be subject to the same standards and procedures used by the District in the selection of library books and/or supplementary material.

Upon the District's acceptance of a gift, the donor shall be given written acknowledgment from the Board of Education and appropriate publication of the gift shall be made.

Gifts of money shall be annually accounted for under the trust and agency account in the bank designated by the Board of Education.

Use of Donorschoose.org or Other District-Approved Donation Websites

In situations when staff members seek donations for District use, the process outlined below should be followed:

1. Staff members must receive prior approval before using a District-approved school donation website. A list of approved websites will be available to staff at the beginning of each year. Procedures for listing and obtaining items from these websites must be followed in order to be approved for use by the Superintendent and Board of Education. All donations become the property of the South Huntington Union Free School District.
2. Staff members who wish to use a District-approved school donation website must submit a proposal using MyLearningPlan or other District designated online form.

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3. Proposals must include:
 - a. Items or services that are being requested
 - b. How it will be used with students
 - c. An explanation of the educational benefit
 - d. Pricing on the items/services
 - e. A copy of the proposed posting
4. Proposals will be routed for approval as follows:
 - a. Immediate Supervisor
 - b. Building Principal
 - c. Assistant Superintendent for Instruction & Curriculum
5. Once approved, the staff member who requested the items will post the request on the approved school donation website. A copy of the link will be emailed to the Office of Instruction & Curriculum.
6. When a project is fully funded and items have been shipped, it is the obligation of the staff member to alert their building administrators and the Office of Instruction & Curriculum.
7. The Board of Education will approve (via resolution) any donations that exceed \$1,000.
8. Any donations under \$1,000 will be approved by the Superintendent, and the Board of Education will be informed that the projects have been funded.

Student Gifts to Personnel

The spirit of giving is a valuable trait to develop in young people; however, the educational values inherent become overshadowed with great frequency by the problems created. Hence, substantial gift giving and acceptance is forbidden. However, a holiday or end-of-year token that is a genuine expression of the student's desire may be accepted by the employee at his/her discretion.

Business Contacts

All business contacts will be informed that gifts exceeding \$75.00 to District employees will be returned or donated to charity.

Education Law Section 1709(12) and 1709(12-a)
General Municipal Law Section 805-a(1)

Adopted: 6/16/99
Amended: 10/18/2017