

GUIDELINES FOR GRANTS, BEQUESTS AND DISPOSABLE/NON-DISPOSABLE GIFTS

On behalf of the school board, administrators, principals, coordinators and chairs may accept gifts. Gifts will be reported to the superintendent or designee for report to and acceptance by the Board if in excess of \$500 and must use the Public Gifts to Schools form. The first contact will be an administrator at an appropriate level, depending if the gift is for a particular class, building, program, or the District as a whole. Prior to the acceptance of the gift, the following questions or procedure will assist in determining the appropriateness and value of the gift to the school district:

1. physical condition of the gift
2. estimated cost of operation, repair, and maintenance
3. usefulness and any safety hazard to the district
4. any product liability exposure
5. restrictions or limitations placed on gift
6. non-disposable gifts must be cleared through the superintendent or designee

Following acceptance, all gifts must be appropriately inventoried.

Employee solicitation of any non-disposable gift that may include display of business or product endorsement must have prior approval of the superintendent and/or his/her designee.

Non-disposable gifts will not display endorsement of any business or product except in those cases where endorsement receives prior school board approval.

The superintendent will recommend for acceptance any non-disposable gifts or products that include a display or endorsement to the appropriate board committee for action.

The principal, with consultation from the appropriate central office administrator, may accept a disposable gift on behalf of the school district. Gifts should not include advertising but may credit a particular business or individual for bearing the printing or the cost of the gift.

A thank you letter indicating the dollar value tax deduction should be mailed from central office or site (depending on the value of the gift) to the donor(s) following acceptance of the gift.

References: Wisconsin Statutes 118.27, 118.13, PI 9.01
Cross Reference: Policy #5131.1 Pupil Non-Discrimination
Adopted: April 9, 1986
Amended: July 11, 1990
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