

GIFTS TO THE SCHOOL DISTRICT

Policy

The Trumbull School District encourages and appreciates meaningful gifts which are designed to support learning and enrich student life.

The Board of Education has established controls that assure gifts are appropriate and do not impose an unacceptable financial burden on the school system.

Adopted: 1/18/83
Revised: 7/28/92
2/03/98

Regulations

1. Advance Notice – The Superintendent must give approval of any gift with a value greater than \$300.00 before it may be accepted by the school district. Any stipulations by the donor shall be made known before approval.
2. Monetary Value – The Superintendent and the donor shall agree on the monetary value of the gift. At least two estimates of the monetary value shall be obtained from the marketplace if a definitive monetary value cannot be established.
3. Appropriate Educational Value – The Superintendent must judge the gift “ of appropriate educational value” and conforming to all District policies before approval is given.
4. Financial Burden – The Superintendent shall determine the cost of any encumbrances (service contract, maintenance, insurance, etc.) before accepting the gift. Any gift which imposes an unacceptable financial burden on the School District, as judged by the Superintendent, shall not be accepted.
5. School Equity – The acceptance of any gift shall be done keeping equity and need among the District’s schools and grade levels as a primary consideration.
6. Endorsement Free – No gift shall require, or infer, the endorsement of a particular product, business, point of view, etc. No reference to the District’s use of a product or business shall be made without prior written approval by the District.
7. Legal – The process of giving/receiving gifts shall comply with all applicable laws.

Adopted: 1/18/83

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Related Policies

- Fund Raising, Policy Code 1324

APPENDIX A

GIFTS TO THE SCHOOL DISTRICT – The Superintendent must give written approval of any gift with a value greater than \$300.00 before it may be accepted by the school district. The acceptance of any gift shall be done keeping equity and need among the District’s schools and grade levels as a primary consideration. Any stipulations by the donor shall be made known before approval.

NOTICE OF GIFT TO THE SCHOOL DISTRICT

DATE: _____ BLDG. ADMINISTRATOR: _____

SUPERINTENDENT’S APPROVAL: _____

DONOR’S NAME: _____

RELATIONSHIP OF DONOR TO THE SCHOOL SYSTEM:

COMPLETE DESCRIPTION OF THE GIFT: _____

AGREED VALUE OF THE GIFT: \$ _____

ATTACH TWO ESTIMATES IF THERE IS NO DEFINITIVE MONETARY VALUE:

FROM: _____ VALUE: _____

FROM: _____ VALUE: _____

FOR SUPERINTENDENT’S USE ONLY
LIST ALL FINANCIAL BURDENS RESULTING FROM THE GIFT (SERVICE CONTRACT, MAINTENANCE, INSURANCE, ETC.)

COMMENTS: _____

