

## Donations and Grants

Donations are money or goods provided by individuals or groups to support the needs of the District or the needs of a district school, club, athletic team, department, or program. Donations are given freely and at the discretion of the donating individual or organization and do not require anything in return.

Grants are money provided to a school or the District by individuals or groups for a specific purpose and contains conditions or qualifications for its use. Grants typically include an application process; identification of specific allowable use of funds and/or return of unspent funds; detailed reporting requirements; and/or an evaluation of the impact or results gained from the grant funded program.

Donations may benefit students either individually (e.g., via a scholarship fund in the Private-Purpose Trust Fund) or in general. These factors determine how the District will account for and authorize the donation.

All donations and grants may be used only for purposes consistent with School Board policies and accompanying procedures and where applicable, federal and state laws/regulations and the rules of other regulatory agencies (as an example, the 'WIAA'). In addition, care must be taken to avoid authorizing inappropriate donations or grants, donations that carry with them unsuitable conditions, or donations or grants that may obligate the District to future General Fund expenditures.

Any donation or grant that does not align with these listed guidelines will either be rejected or be returned to the donor.

If grants are designated for a specific purpose, the District will follow the restrictions placed on the grant by the grantor to the degree possible. All donations will become District property and will be accepted without obligation relative to ultimate use and/or disposal. For guidance regarding donations appropriately accounted for in the Private-Purpose Trust fund, refer to the section of this procedure titled **Donations to Benefit Students Individually**.

Should advance-funded designated grants, have a balance remaining after fulfilling the intent of the grantor, the District will utilize the remaining funds for similar educational purposes or, if the grantor stipulates, will return the remaining balance.

### **Cash and Cash Equivalents:**

Prior to dispersal, donations and grants must follow the approval schedule below:

Less than \$1,000	Deemed approved by the school or department through the deposit of funds or inventory of equipment/materials.
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\$1,000 and above	Signed approval form by the school principal for donations or grants to a school or the District department supervisor for donations or grants to a central district program.
\$10,000 and above	Signed approval from an Executive Director (a member of the District Equity and Inclusion Leadership Team).
\$25,000 and above	Signed approval of a Superintendent.

All donated cash and cash equivalents will be recorded in the 25000 series of accounts in the records of the District and, if the donation is \$1,000 and above, it must be reflected on the **Donation and Grants Agreement Form for Cash and Cash Equivalents** ([Procedure 6114P – Exhibit A](#)). E-mail approval may be attained in lieu of required signatures on the Donation and Grants Agreement Form for Cash and Cash Equivalents. For 6114P: Exhibit A to be valid, attach a copy of the e-mail approval.

Matching funds and monetary donations received online must be approved. Prior to the dispersal of matching funds and monetary donations received online approval must follow the schedule above. Matching funds and donations received online that do not align with District policy will either be rejected or be returned to the donor.

Donations of stock will be liquidated upon receipt.

Per District policy 6114, donations or grants will not fund certificated staff in a donor’s affiliated school or program during the regular school day. Donations or grants intended to fund District classified personnel shall satisfy all the following criteria:

- Responsibilities of personnel funded by donations or grants shall be consistent with the District’s philosophy and mission.
- The School District will hire and evaluate District classified personnel and the donations or grants must comply with District policy 6114, procedures, legal parameters, and labor agreements.
- No donation or grant will be directed by any donor/grantor to benefit specific employees.
- The addition of the personnel will not create a program or position which the District assumes when the funding is exhausted. The program or position ends when the funding ends.
- Donations or grants to fund personnel shall only be for positions that enrich the District’s programs. These funds:
  - Do not replace the basic responsibilities/job descriptions of individual staff members, and
  - Benefit students in general rather than as individuals, and
  - Do not impact class size ratios in buildings/programs.

### **Tangible Personal Property (Equipment and Materials)**

For donations of tangible personal property (equipment and materials) to a particular school or to the District as a whole, the **Donation Acknowledgment Form for Tangible Personal Property** ([Procedure 6114P – Exhibit B](#)) must be completed and sent to the Deputy Superintendent of Finance and Operations’ Office with the appropriate departmental and/or school approval included.

For example, the Technology Department reviews and approves/denies donations of computers and computer-related equipment; the Facilities Department reviews and approves/denies donations of playground equipment; and the Curriculum Department reviews and approves/denies donations of books and teaching-related material. In all cases, where a particular school is directly impacted, the **Donation Acknowledgment Form for Tangible Personal Property** ([Procedure 6114P – Exhibit B](#)) will also be sent to the principal for review and approval/denial.

In approving the donation of equipment and material, reviewers will take note of the donation’s suitability and durability and any possible health or safety hazards. If the equipment and/or materials are found to be unsuitable, the principal or department representative will indicate the reason(s) in writing. If found to be acceptable, and if the item(s) needs to be installed, the benefiting department or school will submit a work order for appropriate installation.

Donations of tangible personal property must satisfy the following criteria:

- The purpose or use is consistent with philosophy and programs of the District.
- The District will assume only a minimum financial obligation for installation, maintenance, and operation.
- The equipment will be free from health and/or safety hazards.
- The equipment will be free from a direct or implied commercial endorsement except as outlined in [Procedure 6102P – District Fundraising Activities: Contests, Advertising, and Promotions](#).
- Pass-through donations of tickets or other similar items (such as school supplies, reading aids, baseball tickets, etc.) must be appropriate for students and enhance the District’s mission and programs. (Note: nominal classroom supplies provided by parents are outside the scope of this procedure.)
  - Administrative Procedure [3515P: Student Incentives](#) provides guidance regarding student awards, prize values, donations and defines de Minimis values for such items.

**Note:** Donations of tangible personal property become valid only when all appropriate approvals are received.

**Note:** The **Donation Acknowledgment Form for Tangible Personal Property** ([Procedure 6114P – Exhibit B](#)) states that the District shall not make any attestations as to the fair market

value of a donation of tangible personal property. Establishing a deductible value for tax purposes is solely the responsibility of the donor and his/her tax advisor.

All donations become the property of the District. The District will make reasonable efforts to accommodate the intended purpose and use of the donation but reserves the right to utilize, relocate, and/or dispose of the donation, as it deems appropriate.

### **Donations to Benefit Students Individually**

Any donation intended to benefit students individually must be recorded in the Private-Purpose Trust Fund of the District, and the Board must formally agree to honor the intent of the donor. Often such donations become a scholarship or student support fund for the purchase of services or goods that would be a gift of public funds if purchased with General Fund money.

The Business Office will work with the donor to draft the appropriate Private-Purpose Trust Fund documents to send to the School Board for approval. Any accounts or funds set up within the Private-Purpose Trust Fund must address:

- Whether the fund is expendable (principal and interest can be disbursed) or non-expendable (only the interest can be disbursed).
- The configuration of any decision-making group involved in deciding how the funds are to be spent (e.g., a scholarship committee).
- In no case may a donor designate the recipient of the donation except as a member of the decision-making group involved in deciding how to spend the funds.
- The criteria upon which to base the disbursement decision.
- The types of items that are allowable purchases.
- Provision for any changes in scope over time (e.g., increase in scholarship award amounts).
- How to close out the account (e.g., when the account reaches a specific threshold) and what is to be done with any remaining funds.

On an annual basis, the Business Office shall review each Private-Purpose Trust Fund agreement with the school or department engaged in fund management to ensure each school or department maintains the terms of each agreement.

### **Rejection of Donations**

- Any rejected donation of cash, cash equivalents, or tangible personal property valued at less than \$1,000 will be documented by the Principal of the school or District department supervisor through a written statement to the prospective donor. The statement must include the amount of the donation, the reason for the rejection, and if applicable any remedy that would allow the school or District department to accept the prospective donation. The statement must be forwarded to the Deputy Superintendent of Finance and Operations' Office for copying and retention. Copies are provided to the

donor, the Business Office, and the school or district department receiving the donation within thirty (30) business days of final determination.

- If the prospective donation is \$1,000 or above, the rejection must be reflected on the appropriate form (either the **Donation and Grants Agreement Form for Cash and Cash Equivalents** ([Procedure 6114P – Exhibit A](#)) or the **Donation Acknowledgment Form for Tangible Personal Property** ([Procedure 6114P – Exhibit B](#))). In addition, the Principal of the school or District department supervisor will attach a written statement to the form. The statement must include the reason for the rejection, and if applicable, any remedy that would allow the school or District department to accept the prospective donation. Copies are provided to the donor, the Business Office, and the school or district department receiving the donation within thirty (30) business days of final determination.

### **Disposition of Donation Agreement Forms**

The Deputy Superintendent of Finance and Operations' Office produces copies of the **Donation and Grants Agreement Form for Cash and Cash Equivalents** ([Procedure 6114P – Exhibit A](#)) and the **Donation Acknowledgment Form for Tangible Personal Property** ([Procedure 6114P – Exhibit B](#)) after receipt of all required approvals or denials. Copies are provided to the donor, the Business Office, and the school or district department receiving the donation within thirty (30) business days of final determination. The Deputy Superintendent of Finance and Operations' Office retains the original copy of each form.

Notification of all donations (cash/cash equivalents/tangible personal property) that are \$10,000 and greater will be provided to the Board on the Consent Agenda.

**Date: 9.16 1.20**