

Business/Non-Instructional Operations

Gifts, Grants and Bequests

The Superintendent of Schools shall be authorized to accept, on behalf of the Board of Education, gifts to the school system up to a cumulative value from one source of five thousand dollars (\$5,000.00) and shall inform the Board of such gifts. The Board of Education shall approve all gifts of more than five thousand (\$5,000.00). All gifts received become the property of the Board of Education to be expended or used at its discretion. Gifts shall include money, services, programs, equipment, or other items of value.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for Educational Purposes.

Policy adopted: October 15, 2013

DERBY PUBLIC SCHOOLS
Derby, Connecticut

Business/Non-Instructional Operations

Gifts, Grants and Bequests (Policy 3280)

Any gift to be presented to the school district must be accompanied by a Form 3280 letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Board of Education.
3. Will not add to staff load.
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will be suitable for use in meeting the instructional needs of the school, if the gift is technology material, such as computers and/or software.
8. Will not be inappropriate or harmful to the best education of students.
9. Will not imply endorsement of any business or product.
10. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become school district property.

A letter of appreciation signed by the Chairperson of the Board of Education and by the Superintendent of Schools shall be sent to a donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Regulation approved: ~~October 15, 2013~~xxx

DERBY PUBLIC SCHOOLS

Derby, Connecticut



DERBY PUBLIC SCHOOLS

35 Fifth Street
Derby, Connecticut 06418

(203) 736-5027 fax (203) 736-5031 www.derbyps.org

Gifts, Grants and Bequests to the Derby Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Derby Public Schools. This form must be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The Superintendent of Schools shall be authorized to accept, on behalf of the Board of Education, gifts to the school system up to a cumulative value from one source of five thousand dollars (\$5,000) and shall inform the Board of such gifts. The Board of Education shall approve all gifts valued at greater than five thousand (\$5,000).

All gifts received become the property of the Board of Education to be expended or used at its discretion. Gifts shall include money, services, programs, equipment, or other items of value. (Reference BoE Policy #3280)

Date Form Completed:

Organization / Individual Making Donation:

Address:

(Street) (City, State, Zip)

Daytime Phone #:

Description of Donation/Gift (non-monetary):

Approximate Value:

How this gift will be used?

Monetary Gift: Amount

Explain how the funds will be used:

Recipient(s) of Donation (school, athletics program, etc.):

Acknowledgments: (optional)

In honor of:

In memory of:

Acknowledgement Contact:

Acknowledgement Address:

This request cannot be acted upon before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name of the person with whom you consulted.

Signature of Person Consulted:

Are there conditions of use attached to the gift: Yes No

If yes, please explain conditions:

Are there installation costs, site preparation costs, labor costs, or equipment need for installation, etc.?

If yes, who will be responsible for the costs?

What is the annual maintenance cost of the donation if any? (be specific)

Are there additional costs to the school district not indicated above? (be specific)

(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent:

Signature

Date

Accepted by Board of Education:

Date