

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## ACCEPTANCE OF DONATIONS

3003

The purpose of this policy is to provide guidelines for the acceptance of donations by the Oldham County Schools and Oldham County Board of Education.

### GENERAL STATEMENT OF POLICY

It is the policy of the Oldham County Board of Education and the Oldham County Schools to accept donations only in compliance with state law.

### ACCEPTANCE OF MONETARY DONATIONS, IN-KIND DONATIONS, AND REAL OR PERSONAL PROPERTY

1. The District appreciates outside financial support to aid in the delivery, maintenance, and improvement of its educational programs. Outside financial support includes, but is not limited to: grants from public or private organizations, cash contributions to the district or a school, and donations of supplies and equipment. In order to be accepted, donations must not include conditions or demands that would jeopardize the ethical or practical operation of the district.
2. The Board of Education designates the Superintendent and/or his or her designee to ensure that donations meet the acceptance criteria established by this policy. The Superintendent, or his or her designee, shall involve other staff, as appropriate, to ensure that the donation meets acceptance criteria and is otherwise proper (e.g. the Director of Technology for technology-related donations; the Director of Facilities for grounds and facilities-related donations).
3. Principals may accept individual donations to their schools that do not exceed \$2,000.
4. Donations to schools that exceed \$2,000 may not be accepted by the principal prior to approval by the Superintendent or his or her designee. Principals must send donation documents to the Finance Office for initial review and processing.
5. Following approval, donations may be deposited in either the School or District Activity fund, based on the intended use for the donation. Unrestricted donations for general use should be deposited in the school's District Activity fund.

### ADMINISTRATION IN ACCORDANCE WITH TERMS

1. If the District or school accepts a donation that includes preconditions, conditions, or limitations on use, the District (or school, if applicable) will administer the donation grant accordingly. Once accepted, a donation will become the property of the District (or school) unless otherwise provided in the agreed upon terms.
2. At the time of acceptance, there must be a clear understanding with regard to the use of the donation, including whether it is intended for the use of one particular school, for all schools in the district, for a certain program, or the district generally. When donations are used to provide, maintain, or enhance school programs or if the outside funding is discontinued or diminished, the district will be under no obligation to continue the same level of programming.

### CRITERIA FOR ACCEPTANCE OF GIFTS AND DONATIONS

When reviewing acceptance of a donation, the Superintendent or the Superintendent's designee (or principal when appropriate) will consider the following:

1. The purpose of the donation;
2. The restrictions placed on the use of the funds;
3. The compatibility of present District equipment when equipment or supplies are donated;
4. The donation will not be in conflict with any provision of the district policies or public law, including the District's Conflict of Interest Policy (OCBE 5017).
5. The donation will not jeopardize other sources of state/federal funding.