

BusinessGifts, Grants and Bequests - RegulationAcceptance of Gifts

All gifts or donations presented to the school district shall be accompanied by a letter or notification of intention from the donor. The donor may request a desired use or location of the gift or donation by a school or educational program. Such request shall be considered in the determination of acceptance and distribution but is non-binding upon the final decision for use.

The Superintendent or his/her designee shall determine whether a gift, grant or donation is acceptable to the school district using the following criteria.

- 1) Would have a purpose consistent with the philosophy and goals of the school district.
- 2) Would not add significantly to the staff load.
- 3) Would not begin a program which the Board would be unwilling to take over when the gift(s) or grant funds are exhausted.
- 4) Would not bring undesirable costs to the school system.
- 5) Would not place unreasonable restrictions on the district for the distribution or use of the gift or donation.
- 6) Would not be inappropriate or harmful to the education of students.
- 7) Would not imply endorsement of any business or product.
- 8) Would not be in conflict with any provision of Board policy or public statute.

Distribution of Gifts

The Superintendent or his designee shall determine the proper distribution of a gift, grant or donation to the district's schools or programs when the value of the gift exceeds \$1,000. Gifts, grants or donations valued at less than \$1000 shall be distributed by the building principal of the receiving school. This determination shall be based on the request of the donor, the needs of the educational programs, the equitable access to similar property and services to Brookfield students, and the greatest benefit derived for Brookfield students. When the Superintendent determines that the donation or gift will be distributed to an individual school, the building principal shall be consulted as to the eventual use.

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Distribution of Gifts (continued)

All donated property shall be inventoried and become the responsibility of the school to which it was distributed.

A letter of appreciation, signed by the Superintendent or his/her designee, shall be sent to a donor with a copy sent to the Board.

The presentation of memorials, awards and scholarships, shall be fittingly recognized by the Board. Such recognition shall not be considered as a testimonial or endorsement of a product or business enterprise by the district.

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All gifts presented to the Board must be accompanied by a letter from the donor for official action and recognition by the Board.

To be acceptable a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school.
2. Be offered by a donor acceptable to the Board.
3. Would not add significantly to the staff load.
4. Would not begin a program which the Board 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 system.
6. Would place no restrictions on the school system.
7. Would not be inappropriate or harmful to the best education of students.
8. Would not imply endorsement of any business or product.
9. Would not be in conflict with any provision of the school code or public law.
10. 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, shall be sent to a donor.

Presentation of memorials, awards, and scholarships, shall be fittingly recognized by the Board. Such recognition shall, in no case be considered as a testimonial or endorsement by the school system of a product or business enterprise.

Legal Reference: Connecticut General Statutes
10-237 (c) School Activity Funds (As amended by P.A. 65-92,
An Act Concerning the Acceptance of Gifts and Donations by
School Boards)

Regulation
Adopted: 4/1/92

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut