

Public Gifts to Schools

Any individual or organization interested in making a gift to the District or to a particular school is encouraged to do so. Gifts may include cash, real or personal property, services, or in-kind contributions. The Board of Education and the Superintendent welcome such gifts and are appreciative of those who want to contribute to the District in this manner.

The District reserves the right to accept or decline a proposed gift based on the following set of principles. These principles reflect the Board's need to provide equal educational opportunity for all students and apply to gifts to an individual school or District-recognized organization as well as to the District itself.

Basic Principles Governing Gifts to a Specific School

- Gifts of equipment or services that are not likely to be acquired from public funds will be encouraged.
- Gifts will not be used to substitute for regular funding requirements, but rather to enrich and supplement regular sources.
- Gifts to employ "regular" full- or part-time paraprofessional personnel will be allowed subject to the following requirements:
 - Any donation of funds to employ a paraprofessional must be sufficient to cover all of the salary and benefits for the entire year and be presented to the Finance Department in advance of employment of a staff member.
 - The paraprofessional will be regarded as an employee of the District and be supervised by the building principal.
 - The assignment for the paraprofessional will be on a year-to-year basis and only subject to continuation when the funds are available.
 - The assigned responsibilities of the paraprofessional must be in support of student academic achievement as well as in alignment with the adopted strategic plan.
- Gifts of property or services that involve significant costs to the District for installation or maintenance, are not in conformity with federal copyright laws, or require initial or continuing financial commitments from school funds will not be accepted.
- Gifts on a matching basis requiring money, property, or services by the District will be discouraged due to differences in the resources of various schools and organizations.
- Cash gifts will be managed by the Financial Services Department using its current operating procedures.

Basic Principles Governing Gifts to the School District

- Gifts to the District for equitable distribution to schools for a purpose determined by the Board and Superintendent will be encouraged.
- The Board and the Superintendent will consult with the donor in determining the use and allocation of gifts to the District.
- Gifts for equipment or services that are not likely to be acquired from public funds will be encouraged.

- Gifts to employ “regular” full- or part-time personnel will be encouraged but are subject to a determination of appropriate use by the Superintendent.
- Gifts of property or services that involve significant costs to the District for installation or maintenance, are not in conformity with federal copyright laws, or require initial or continuing financial commitments from school funds will not be accepted.
- Gifts to the District become the property of the District and are subject to the same control and regulations that govern the use of all District-owned property.
- Cash gifts will be managed by the Financial Services Department using its current operating procedures.

Acceptance and Recognition of Gifts

The authority to accept and the responsibility for recognition of gifts will be as follows:

- Gifts of \$1,000 or less to a single school or a District-recognized organization, consistent with the basic principles stated above, shall be accepted by the authority of the principal. All gifts accepted under this authority must be reported to the Superintendent on a trimester or quarterly basis. A copy of each approved St. Vrain Valley School District Gift Acceptance form will be filed with the Financial Services Department for this purpose. The principal will acknowledge these gifts to the donor with a signed copy of the Gift Acceptance form.
- Gifts of between \$1,001 and \$10,000 in value shall be accepted by the authority of the Superintendent. The Superintendent will acknowledge these gifts with a signed copy of the Gift Acceptance form and a letter of recognition, if deemed appropriate.
- Gifts over \$10,000 in value shall be presented to and accepted by the Board of Education. These gifts will be recognized with a letter of recognition and thanks from the Board President and Superintendent accompanied by the Gift Acceptance form.

The Superintendent shall summarize all gifts received by the District at a regular meeting of the Board of Education at least three times per year. All gifts accepted on behalf of the District will be recognized by posting them on the District website.

Adopted June 9, 2004
Revised June 11, 2008

St. Vrain Valley School District RE-1J, Longmont, Colorado