

## **BOARD POLICY**

**No. 3550**

### **3000- BUSINESS**

#### **3550 Gifts, Grants, and Bequests to the District**

Gifts of personal property to the district, that meet criteria set forth in the administrative regulations established in accordance with this policy, are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500.

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

Legal Reference: Conn. Gen. Stat. § 10-237

ADOPTED: December, 2006  
REVISED: February, 2009  
REVISED: November 2011  
REVISED: October 2013

## **ADMINISTRATIVE REGULATION 3550**

### **Gifts, Grants and Bequests to the District**

Any gift presented to the school district must be accompanied by a 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 be used for the educational benefit of students and satisfy the following criteria:

- a. Have a purpose consistent with those of the school district.
- b. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
- c. Would not bring unanticipated costs to the school district.
- d. Will place no restrictions on the school program.
- e. Will be suitable for use in meeting the instructional needs of the school.
- f. Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration.
- g. Will not imply endorsement of any business or product.
- h. Will not be in conflict with board policy, administrative regulations or public law.
- i. Any advertising is in accordance with Policy 1340.

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

APPROVED: December, 2006

## GIFT INTENTION FORM

Name of Donor: \_\_\_\_\_

Address of Donor: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Description of Gift: (Please be specific.) \_\_\_\_\_

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Approximate Value of Gift: \_\_\_\_\_

Preferred School to Receive the Gift:

\_\_\_\_\_ RHAM High School \_\_\_\_\_ RHAM Middle School

Donor's preference as to where the gift should go or for what it should be used. (Please be specific.)

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Please list any restrictions the donor may have about the use of the gift. \_\_\_\_\_

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