

Gifts and Memorials - 6114

A. Gifts

The District recognizes that individuals and organizations in the community may wish to contribute additional supplies, equipment, or money to enhance or extend the instructional program. All gifts shall be discussed with the appropriate administrator prior to submission to the District (see procedures).

Any gift to the District or to an individual school or department of money, materials or equipment having a value of \$5,000.00 or greater shall be subject to Board approval. In no event shall any commitment be made by a staff member or other individuals in return for any gift to the District or to a school or department without the Board's authorization. The Board shall not authorize gifts that are inappropriate, which carry with them unsuitable conditions or which shall obligate the District to future expenditures from the general fund which are out of proportion to the value of the gift. All gifts shall become District property and shall be accepted without obligation relative to use and/or disposal.

The superintendent shall establish criteria to be met in the acceptance of gifts to the District.

B. Online Gifts

Monetary gifts received online will be exempt from preapproval. All online gifts will be evaluated against the District gift Regulation as they are received. Any gift received online that does not align with District Regulation will be returned to the donor.

C. Memorials

The Issaquah School District appreciates that individuals or groups may wish to make contributions to the school District to establish memorials. All memorials are gifts to the District and must be accepted by the Board of Directors with the exception of scholarships that are maintained out- side of the District.

Appropriate enduring memorials which may be individualized are scholarships, library/media materials, appropriate pictures, plants and monetary gifts to specific programs or for specific building identified needs. Large, permanently constructed memorial areas shall be limited to one per site and shall be intended for generic use to honor others also, rather than be maintained for only a particular individual. Fund raising or dedication ceremonies will be conducted outside of the regular school day.

All District buildings will be named by the Board of Directors in accordance with Regulation 6970 and Board Governance Policy (GP) 3. Specific portions of a building may be dedicated to individuals with approval of the Board of Directors.

Within the bounds of the District Regulation, each individual District site may also develop a memorial protocol that is specific to that location.

Cross References:

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|------------|------|------------------------------|
| Regulation | 4232 | Gifts to Staff and Memorials |
| Regulation | 6970 | Naming of School Facilities |

Legal Reference:

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| RCW | 28A.320.030 | Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration |
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Equipment and material which are donated to a school or are brought to the school for temporary use shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal shall be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal shall indicate the reason(s) in writing. Donated funds for playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts shall become District property and shall be accepted without obligation relative to use and/or disposal. Reasonable equity within District services and programs shall be considered.

A. Any gift presented to the District shall satisfy the following criteria:

1. Purpose or use shall be consistent with philosophy and programs of the District;
2. Minimum financial obligation to District for installation, maintenance, and operation;
3. Free from health and/or safety hazards;
4. No direct or implied commercial endorsement;
5. Does not create a program which the District would need to assume when funds are exhausted.

B. Gifts which include personnel shall satisfy the following criteria:

1. The funding, hiring, and evaluation of these personnel will be done through the school District and must comply with District Regulation, procedures, legal parameters and labor contracts.
2. Addition of the personnel will not create a program/position which the District assumes when the funding is exhausted. The program/position ends when the funding ends.
3. Responsibilities of personnel funded by gifts shall be consistent with District philosophy and mission.
4. Shall only be for positions that enrich District's programs:
 - a. Does not replace the basic responsibilities/job descriptions of individual staff members, and
 - b. Benefits students in general rather than as individuals, and
 - c. Does not impact class size ratios in buildings/programs.

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C. The following steps shall be taken before any gift is accepted by the Issaquah School District.

1. The principal/executive director/assistant superintendent shall discuss with the donor the proposed gift in terms of program impact, District goals, and District Regulation and determine whether the proposed expenditure will further a valid educational purpose or need of the District. Gifts received online will not require discussion with the donor unless the principal/executive director, or assistant superintendent cannot determine whether such gift is suitable from the information provided.
2. If the value of the gift is less than \$5,000, the principal/director of the program proposed to receive the gift shall determine if the gift is approved. For acceptance, it must be determined that the gift will benefit the District and/or the District's students, without incurring inappropriate risks or costs. A Request for Acceptance of Gifts form - 6114F1 must be completed, signed by the principal and submitted to the District office.
3. The principal/director will acknowledge the acceptance of the gift and thank the donor with form-6114F3.
4. If the value of the gift equals or exceeds \$5,000, the principal shall complete form 6114F2 with his/her recommendation and forward it to the superintendent or designee for consideration.
5. If the superintendent or designee determines that a gift, whose value equals or exceeds \$5,000, will benefit the District and/or the District's students, without incurring inappropriate risks or costs, it will be submitted to the board for acceptance.
6. If the gift, whose value equals or exceeds \$5,000, is accepted by the school board, the superintendent will acknowledge the acceptance of the gift and thank the donor with form 6114F4.
7. All gifts to fund personnel will be reviewed by the superintendent or designee prior to approval.

D. Memorials

1. Parties desiring to establish a memorial will contact the building principal of the school that is to be the recipient of a memorial. A proposed plan shall accompany the request.
2. District administrators will observe the utmost sensitivity toward individuals wishing to work with the District to establish memorials. To the greatest extent possible information will be given in person, rather than through distribution of District materials without personal contact.
3. Plans for the proposed memorial shall include the following:
 - a. A general description of the project.
 - b. A timeline for implementation, including the tasks to be performed and the parties responsible for performing the tasks.

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- c. Financial information, including a total cost estimate, a statement of the source of the funds, and the name(s) of the party responsible for receiving and disbursing the funds.
 - d. An estimate of the additional cost for maintenance of the memorial, if there are such costs, and the party responsible for the maintenance.
4. For a request for a memorial, other than a scholarship, accompanying plans and the recommendation of the principal and District director will be submitted to the board of directors for acceptance as a gift.

Issaquah School District Request for Acceptance of Gifts

Please see Board Policy 6114 and Procedures 6114P on Gifts and Memorials for policy and procedures to donate gifts.

Form 6114-F1

Gifts Under \$5000 in Value

School/Location _____

Name of Donor(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

GIFT:

☐ Money \$_____ for use by _____ program.

☐ Money \$_____ for Material/Equipment

(Gifts for the purchase of Material/Equipment must include cost of delivery and installation by licensed Contractor or agreement by Maintenance Department to provide installation)

☐ Other donated items _____

☐ General Fund GF Budget # _____

☐ ASB Fund ASB Budget # _____

Please describe the purpose of the gift if accepted _____

APPROVAL(S):

Principal/Program Manager Approval: _____ Date: _____
(Required for all donations)

Technology Approval _____ Date: _____
(Required for all donations of computers, printers and software to comply with District Standards)

Capital Projects Approval _____ Date: _____
(Required for all donations that require installation and/or maintenance of material/equipment on District property)

Facilities/Maintenance Approval _____ Date: _____
(Required for all donations that require installation and/or maintenance of material/equipment on District property)

For Gifts Under \$5000, Acknowledgement needs to be sent from the building/program receiving the gift.

Please send copy of form and receipt to the Accounting Office.

Accounting Use Only:

Budget Number: _____ Accepted by: _____ Date: _____

Issaquah School District Request for Acceptance of Gifts*Please see Policy 6114 and Procedures 6114P on Gifts and Memorials for procedure to donate gifts***Form 6114-F2****Gifts \$5000 or More in Value**

School/Location _____

Name of Donor(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

GIFT:☐ Money \$ _____ for use by _____ program.☐ Money \$ _____ for Equipment/Material*(Gifts for the purchase of Material/Equipment must include cost of installation by licensed Contractor or agreement by Maintenance Department to provide installation)*☐ Other donate items _____☐ General Fund GF Budget Number# _____☐ ASB Fund ASB Budget Number# _____

Please describe the purpose of the gift if accepted _____

APPROVAL(S):**Principal/Program Manager Approval:** _____ Date: _____
*(Required for all donations)***District Administration Approval:** _____ Date: _____
*(Required for all donations)***Technology Approval** _____ Date: _____
*(Required for all donations of computers, printers and software to comply with District Standards)***Capital Projects Approval** _____ Date: _____
*(Required for all donations that require installation and/or maintenance of material/equipment on District property)***Facilities/Maintenance Approval** _____ Date: _____
*(Required for all donations that require installation and/or maintenance of material/equipment on District property)***Board Approval Date:** _____
*(Thank you Acknowledgment will be sent to donor from the School Board)***Please submit Gift form COMPLETELY INTACT with CHECK/CASH to the Accounting Office****Accounting Use Only:**

Budget # _____ Accepted by: _____ Date: _____

