

## **Community Relations**

### **Administrative Procedure – Public Gifts to the District**

The School Board accepts gifts from any educational foundation or other entity or individual, provided that the gift can be used in a manner compatible with the Board's educational objectives and policies. The Board encourages unrestricted gifts; donations to fund specific projects are acceptable if the project is approved by the Board. All gifts received become the School District's property.

Advertising of any nature by for-profit entities on School District property must be approved in advance by the Superintendent and/or the School Board. Temporary advertising and/or recognition of sponsors on school district property for the PTA, the Kankakee Holiday Tournament or other sporting events is permissible as long as it is in accordance with the guidelines governing those organizations, is temporary in nature, and does not create a distraction to the educational program.

#### **School Boards**

A donation or gift of property or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, should not be accepted, unless funds are or will be available to cover such costs with minimal impact to the District's finances.

#### **Annual Budget**

The receipt of a donation or gift to one school shall not affect that school's regular budgeted share of staff and/or material resources.

#### **District Standards**

A donation of items, equipment, and/or materials which does not meet District Standards will not be accepted. In the event that there are no written District Standards, the main attributes of items most recently purchased by the District and are similar to the proposed donation will be construed as the District Standards.

#### **School Affiliated Organizations**

Gifts and donations from school-affiliated organizations, such as booster and parent groups, are encouraged. Subject to the other provisions of these procedures, the Principal of each building shall work with such groups to facilitate fund raising and to coordinate fund raising efforts with the needs of the supported programs.

#### **Existing Contracts**

Donations that may adversely affect existing contracts and inter-governmental agreements will not be accepted. Contracts to be reviewed under this guideline include, but are not limited to: collective bargaining agreements with the District's employees, contracts with vendors, and agreements with other local governmental entities.

Bidding, Contracting, and Supervision

If a donation or gift involves the construction or renovation of buildings or structures, the District must be authorized to conduct all bidding, contracting, and supervision of the project, or it should not be accepted.

Condition of Use

A donation or gift to the District should not be accepted if it imposes a direct and potentially costly, burdensome or disruptive condition of use. Donations or gifts designated for a particular school or program may be accepted and will be honored, but only if the other requirements of these procedures are satisfied.

Control of Property

All items contributed to the District shall become the property of the District and shall be subject to the same controls and regulations that govern the use of all school-owned property, or they shall not be accepted.

Value of Donation

The District shall not, for the use or benefit of the donor, appraise or set a value on any donation or gift.

Acknowledgement of Donations and Gift

The Superintendent or Designee shall write, on behalf of the District, a letter of appreciation to the maker(s) of an accepted donation or the giver(s) of an accepted gift. In the event that a donation or gift is not accepted, the Superintendent or Designee shall write a letter respectfully declining the donation or gift.

Developed: June 27, 2011

