

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

PUBLIC GIFTS TO THE SCHOOLS

The School District of Wauzeka-Steuben appreciates the generosity of booster clubs, parent-teacher organizations, service groups, other community organizations, and other contributors who donate gifts that enhance and extend the District's mission and goals.

The Board is obligated to maintain control over the District's educational programs and student activities, and to ensure equality of educational opportunity. Therefore, outside funding or funding sources shall not dictate the direction of new programs or the retention of existing programs, and shall not hinder the objective evaluation of programs.

The District reserves the right to accept or reject any gift donated from any organization or individual. After receipt of the gift, it shall become the property of the District. A preferred use specified by the donor shall be taken into consideration in determining the use of the gift.

Gifts of \$1,000 or less in approximate value can be accepted and acknowledged by the Business Official/Bookkeeper or designee without formal Board of Education approval. Gifts of more than \$1,000 may be accepted by the Board upon recommendation of the District Administrator or Business Official/Bookkeeper.

The Business Official/Bookkeeper shall contact the Technology Coordinator, Buildings & Grounds Supervisor or designee if the unit value of the item(s) being gifted is over \$500.00 so that the item(s) can be recorded in the District's inventory/fixed asset list.

Gifts will become the property of the District in all cases and not the property of an individual classroom, grade level, or staff member.

Gifts of more than \$1,000

Any business, organization, or individual proposing to donate a gift to a specific school or the District shall notify the District Administrator or designee in writing. The letter or e-mail shall indicate, as specifically as possible, the item(s) and/or service(s) to be funded by the gift proceeds, the exact amount of the gift (or value of gift if other than money), and brief explanation of the intent of the gift or how it would be utilized by the designated schools(s) or District.

If acceptable, the Business Official/Bookkeeper shall recommend approval of the gift to the Board of Education. Following Board action, the Business Official/Bookkeeper or designee will notify the business, organization, or individual in writing indicating acceptance or unacceptance of the gift.

All gift proceeds shall be submitted to the Business office for deposit into the appropriate account. A purchase order and/or direct payment request for the item(s) or service(s) being funded by the gift proceeds will not be processed by the Business Official/Bookkeeper until the gift funds have been received by the Business office.

Legal References: **Wisconsin Statutes §§ 115.76 (3)**

Cross References: **Policies 374 Student Fundraising Activities, 662.1 Student Activity Funds Management**

Adoption Date: **8/18/2014**

Date Revised:

Date Reviewed: **4/17/2017**