

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, SCHOLARSHIPS AND
DONATIONS

ADOPTED: August 19, 2002

REVISED:

	702. GIFTS, <u>SCHOLARSHIPS</u> AND DONATIONS
1. Purpose	The Board recognizes that individuals, businesses and community organizations may wish to contribute <u>additional funds</u> , supplies and equipment to enhance or extend the programs in the schools.
2. Authority SC 216	The Board <u>or designee</u> has the authority to accept gifts and donations made to the school district or to any school of the school district <u>on its behalf</u> . and authorizes the Superintendent to accept gifts and donations on its behalf.
SC 216	The Board reserves the right to refuse to accept any gift that does not contribute to achievement of school district goals or when such ownership would adversely affect the school district.
SC 216	Any gift accepted by the Board or its designee shall become school district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other school district properties.
	The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.
SC 216	The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the school district's educational program.
	In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.
SC 216 Pol. 706	All gifts shall be recorded in the appropriate inventory listing and property records.
<u>3. Definition</u>	<u>For the purpose of this policy, the term gift is defined to be any monetary or non-monetary contribution to the school district. Nonmonetary contributions may be in the form of materials, equipment, land, etc. Monetary contributions may include donations in support of programs or activities in an individual school or on a district-wide level and scholarship funds.</u>

<p>3. Delegation of Responsibility</p>	<p><u>The Superintendent shall:</u></p> <ol style="list-style-type: none">1. Counsel potential donors on appropriateness of gifts.2. Encourage individuals and organizations considering a contribution to consult with the school principal or Superintendent before appropriating funds.3. Report to the Board all gifts accepted on behalf of the Board.4. Acknowledge the receipt and value of any gift accepted by the school district.
<p>4. <u>Guidelines</u></p>	<p><u>All proposals for gifts to the school district or individual schools must be brought to the Finance Committee for review and recommendation to the Board.</u></p> <p><u>Proposals must include the purpose to which the gift is to be applied, the amount of the gift (for gifts-in-kind, an estimated value should be provided), and the timeframe in which the gift will be used.</u></p> <p><u>Scholarships</u></p> <p><u>For the purposes of establishing a scholarship, proposals must include:</u></p> <ol style="list-style-type: none"><u>1. The name of the scholarship.</u><u>2. The reason for its establishment (e.g. in memory of someone, in honor of someone, in recognition of someone or something, etc.)</u><u>3. The purpose to which it is applied (i.e. what are the funds to be used for by the recipient).</u><u>4. The selection criteria to be used and the procedure for making the selection.</u><u>5. The amount to be awarded and number of recipients.</u><u>6. May principle be expended or only interest?</u> <p><u>All contributions must be made payable to the East Stroudsburg Area School District. Contributions to scholarships must identify the name of the scholarship fund on the check. All checks must be sent to the attention of the Chief Financial Officer.</u></p> <p><u>Scholarships funds will be invested as part of the district's scholarship pool and will earn interest based on its share of the investment pool.</u></p> <p><u>District officials who are approached by donors wishing to make a gift to the district should discuss the potential gift with the Superintendent and the Chief Financial Officer before a proposal is brought to the Finance Committee.</u></p>

School Code 216	
Board Policy 706	