

## **706 ACCEPTANCE OF GIFTS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

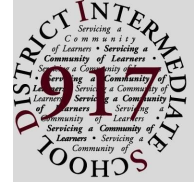
### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by a simple majority of the quorum. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

***Legal references:*** Minn. Stat. Section 123B.02, Subd. 6 (General Powers of Independent School Boards-Minn. Stat. Section 465.03 (Gifts to Municipalities))



### Donation Procedures

	<i>Action</i>	<i>Person Responsible</i>
<input type="checkbox"/>	1. A donation is made to ISD 917.	
<input type="checkbox"/>	2. Staff gives donation to Assistant Director/Principal or designee responsible for program or supervision.	✓ 917 Staff
<input type="checkbox"/>	<p>3. Assistant Director/Principal or designee:</p> <ul style="list-style-type: none"> <li>• Copies the check;</li> <li>• Gives the copy to the Assistant to the Director of Special Education/Principal; and</li> <li>• Submits the check to the Business Office indicating what program the donation is benefiting.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• For items likely to be claimed on taxes of individual or group donating (i.e. in the value range of \$100 or greater), a memo outlining the donation will be sent to the Director of Special Education/Principal and the Assistant to the Director of Special Education.</li> </ul> <p>* Note: Value estimation should never be given to the individual making a donation.</p>	✓ Assistant Director/Principal or Designee
<input type="checkbox"/>	4. A thank you letter is written.	✓ Assistant to the Director of Special Education and the Director of Special Education/Principal

□	<p>5. Copies of the letter are submitted to:</p> <ul style="list-style-type: none"> <li>✓ Individual making the donation</li> <li>✓ Assistant Director in receipt of the donation</li> <li>✓ Superintendent's Office (to be included in the board packet)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Assistant to the Director of Special Education/Principal</li> </ul>