

<b>Hampton School District Policy</b>	<b>Section:</b> <u>K</u> <b>Code:</b> KCD <b>Title:</b> Public Gifts / Donations <b>Category:</b> O (Optional) <b>Page:</b> 1 of 2
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**PUBLIC GIFTS/DONATIONS**

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the District's goals, or in which the ownership of the gift would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to District policies, School District goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

Gifts may only be accepted by the Board. Pursuant to RSA 198:200-b, gifts in the amount of \$5,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts less than \$5,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the District, may not be returned without the approval of the Board and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

<b>Adopted:</b> <b>Reviewed:</b> <b>Revised:</b> <b>Cancellation:</b>	<b>DATE:</b> February 15, 1993, October 12, 2010 Sept. 1, 2010 December 13, 2005 Replaces KH & KH-R
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**PUBLIC GIFTS/DONATIONS**  
(continued)

**Public Gifts/Donations Procedure**

To insure the proper handling of such gifts, and to discourage unwarranted solicitation of such gifts by members of the staff, the following procedures are established for the receipt of gifts:

- a. No member of the staff will solicit gifts for any purpose without receiving authorization from the School Board or its agents.
- b. Any gift offered through a staff member will be reported to the School Board or its agents and it will not be accepted until proper authorization has been granted. A description of the gift, the reason for its offer, and its use and need must be described.
- c. All gifts must receive the approval of the School Board by itself or its agents and proper acknowledgment of its receipt will be made by the School Board.
- d. Whenever practical, the solicitation of gifts will be by the School Board or its agents. Information concerning the gift will be presented by the appropriate staff member prior to the solicitation.
- e. Equipment contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other school owned property.
- f. Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent's office for Board consideration and approval.
- g. Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.
- h. In lieu of specific instructions, the School Board shall determine the use of a money gift, grant, or bequest.
- i. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent's office at least annually.

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