

702. GIFTS, GRANTS, DONATIONS, SCHOLARSHIPS

Date Adopted: April 27, 1981

Date Revised: June 19, 2013

1. Purpose

The School Reform Commission (Commission) recognizes that individuals and organizations in the community may wish to contribute money, supplies or equipment to enhance or extend the instructional program. The Commission also recognizes that the District (via individual program offices and schools) is awarded grants from private foundations as well as municipal, state and federal sources.

This policy is intended to establish guidelines and procedures for such gifts and grants.

2. Authority

Gifts and Grants

The Commission has the authority to accept such gifts, donations and grants as may be made to the District or to any school in the District by resolution duly passed at a public meeting. The Commission may authorize, through general resolution, that the Chief Executive Officer or her/his designee be authorized to accept gifts of cash or property valued up to and including \$20,000.00. Gifts exceeding \$20,000.00 shall be authorized by separate resolutions.

For all grants and gifts valued at \$20,000 or less, each Grant Program Manager and school principal is charged with (1) ensuring compliance with all appropriate grant regulations consistent with SRC Policy 1000 and all other District financial and managerial control policies, and (2) informing the Office of Grant Development and Compliance about all such gifts and grants. Only gifts and grants of \$5,000 or less may be deposited into the school's Student Activity Fund and accounted for separately. Gifts and grants received greater than \$5,000 must be deposited in the District's central office accounts and be expended through the District's accounting system.

The Commission reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this District.

Any gift accepted by the Commission, or its designee, shall become the property of the District, may not be returned without the approval of the Commission, and is subject to the same controls and regulations as are other properties of the District.

In the case of gifts, or donations by or through a bona fide Home and School Association, the Chief Executive Officer or her/his designee is authorized to approve receipt upon certification by the school principal that the property is appropriate to the school's purposes and needs.

The District shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The District will make every effort to honor the intent of 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 Commission or the District of a commercial product or business enterprise or institution of learning.

Scholarships

Scholarships shall be divided into two (2) groups:

1. Endowed scholarships, comprising those awarded under agreement, gift, or bequest, without cost to the District and
2. District scholarships, those established and paid for (either in whole or part) by the District.

The number of District scholarships shall be determined by resolution of the Commission

The grant of scholarships shall be limited to the period required to complete the regular course of study; provided that no scholarship shall be granted for a period longer than four (4) years. The continuance of any scholarship from year to year shall depend upon the satisfactory character of the work done by the recipient, as determined by the Chief Executive Officer upon reports to him/her from the institution in which the scholarships held.

Upon approval of the recommendations by the Commission, the Secretary and Chief Financial Officer shall enter into the necessary financial agreements with the institutions concerned.

Each recipient of a scholarship shall report his/her progress semi-annually, in writing, to the Chief Executive Officer or her/his designee. If the scholarship or conduct report shall be unsatisfactory, the scholarship may be canceled by the Commission upon the recommendation of the Chief Executive Officer or their designee. Each recipient of a scholarship must notify the Chief Executive Officer or their designee in advance, of his/her approaching graduation or completion of course, or the cessation of his/her attendance.

3. Procedure

For the first year upon the approved revision of this policy, the Office of Grant Development and Compliance will prepare for the Commission and Chief Executive Officer, or his/her designee, a quarterly list of all such grants and gifts received during the prior year of \$20,000 or less, indicating whether any compliance issues were found and, if so, actions taken. For subsequent

years with the approval of the Commission, such reports will be provided to the Commission annually in June.

4. Delegation of Responsibility

The Chief Executive Officer or their designee shall counsel potential donors on the appropriateness of gifts and grants; encourage individuals and organizations considering a contribution to the schools to consult with the principal or Chief Executive Officer or their designee before designating funds to that end; report to the Commission as described in this policy all gifts which she/he has accepted on behalf of the Commission; acknowledge the receipt and value of any gift accepted by the District. All such gifts and grants shall be recorded in the appropriate inventory listing and property records.

References:

School Code: SS 216(a)