

ADMINISTRATION: 2.0

POLICY: 2.1

GIFTS

The Muhlenberg School District, as a public institution, recognizes that there are occasions when gifts are donated to the District by individuals and/or organizations.

The Superintendent shall be responsible for acting upon offers for the donation of gifts.

References:

Pennsylvania Public School Code of 1949, Section 216, "Gifts to Districts; investment accounts".

Policy: 2.1
Adopted: 12/15/82

GIFTS

- I. All gifts/donations shall become the property of the District and shall be subject to use designated by the School Board.
- II. Procedures for Donating Gifts
 - A. The individuals/organizations desiring to donate a gift to a school shall submit a written request to the appropriate Administrator.
 - B. The written request should include the following information:
 1. Description of the gift
 2. Value of gift/donation
 3. Intent or purpose of gift.
- III. Administrative Action on Gift/Donation
 - A. The Administration shall consider the following when acting upon a written request:
 1. Financial implications by the District as a result of accepting the gift
 2. Benefit to students, staff, and/or community
 3. Impact upon school program, procedures, and/or curriculum
 4. Safety factors
 5. Commercial or political promotion.
 - B. Processing of request
 1. Administrator will recommend approval or disapproval of gift request.
 2. Requests will be forwarded to the Assistant Superintendent with the recommendation of the administrator.
 3. The Assistant Superintendent will review such requests and forward them with recommendation to the Superintendent.

C. Response to the individual/organization

1. The disposition of the request will be submitted to the donor in writing by the Administrator originally receiving the request.
2. Letters of acceptance shall express appreciation to the donor, as well as any restrictions, if applicable.
3. Letters of rejection shall include a recognition of appreciation for the offer as well as specifying to the donor reasons for rejection.

IV. Inventory Responsibilities

- A. Any gift or donation of equipment with a value in excess of \$50 must be added to the District inventory.
- B. The Administrator who accepts the gift shall notify the Business Office regarding the placement of the gift on the District inventory.
- C. All cash donations/gifts, regardless of amount, shall be deposited in the appropriate school account and the deposit slip forwarded to the Business Administrator.