

**Ashford Board of Education
Administrative Regulations
Gift and Grants Solicitation and Acceptance**

Gifts and grants of personal property to the district, including monetary donations, that meet criteria set forth in these administrative regulations are welcomed and encouraged.

The terms "gift," "donation" and "grant" shall be used interchangeably. The term "solicit" shall include grant application.

Protocol for Solicitation and Authorization

- a. No member of the staff will solicit gifts for any purpose without receiving proper prior authorization from a district Administrator. The Ashford School Principal or Special Services Supervisor may approve gifts that are valued up to \$500; gifts of a value in excess of \$500 require approval of the Superintendent. The District Office will provide a form for staff to use to document solicitation authorization requests, the donor/grantor's conditions for acceptance, and approval/disapproval.
- b. Any gift offer or solicitation request that is not approved shall be promptly reported to the offeror or requesting solicitor with the reason(s) for disapproval.
- c. All gifts in excess of \$500 shall be reported to the Board of Education at the next regularly scheduled meeting from which the gift is constructively received.

Criteria for Acceptance

In order to be accepted, donations shall meet the following criteria. The donation shall:

1. be consistent with the instructional and operational objectives of the district;
2. cause no additional current or future costs to the district;
3. be offered by a donor acceptable to the Board of Education;
4. place no restrictions on the school program;
5. require no effort by students as a condition of acceptance that is not already an established part of the curriculum;
6. not imply endorsement of any business or product;
7. not conflict with statutory requirements or policies of the district;
8. become the permanent property of the district.

All gifts shall be acknowledged upon receipt by the Superintendent or his/her designee. Acknowledgement of non-cash gifts shall be descriptive only; the district will not attest to the value of any non-cash donation.

Policy Reference: Series 3000 - GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT

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