

## **Gifts, Grants, Donations and Bequests**

### **Policy 3240**

**September 23, 2009**

**Review Date: December 14, 2010**

**Review Date: February 11, 2014**

The Board of Education may accept on behalf of, and for the school district, any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated. The Board of Education's preference is to have all gifts, grants, donations and bequests made to the School District in order to maintain reasonable equity of resources between schools. If a donor requests that a particular school be the recipient, the Board will take that request under serious advisement.

Any gift, grant, donation or bequest presented to the school district, or approved by the Board as part of a school fundraising plan (please refer to Policy 5310), will be recognized through a letter of appreciation. (form A981-12-10)

Upon request, the Secretary-Treasurer or delegate, will issue a receipt to the donor for a charitable donation in accordance with Canada Customs and Revenue Agency regulations for registered charities.

To be acceptable, gifts, grants, donations or bequests must satisfy the following criteria:

1. will have a purpose consistent with those of the school;
2. will be offered by a donor acceptable to the Board;
3. will not add to staff load, unless staff are in agreement;
4. will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted;
5. will not bring undesirable or hidden costs to the school system;
6. will place no restrictions on the school program;
7. will not be inappropriate or harmful to the educational process.

All gifts, grants, donations and bequests shall become school district property.

### **Gifts to School Personnel**

No school employee is to accept any commission or gift from individuals or companies seeking to sell materials or services to our public schools and related school activities other than companies which provide a service that promote activities in the general school interest.

This prohibition shall not be construed to prevent vendors from paying reasonable costs to provide opportunities for school officers and employees to see or hear about new ideas,

**equipment and/or materials; nor shall it be construed to prevent students from presenting token and inexpensive gifts to staff members.**

**The Board considers that letters written to staff members are the best means to express gratitude or appreciation**