

PELHAM SCHOOL DISTRICT POLICY KCD – PUBLIC GIFTS/DONATIONS

Category: Recommended

Gifts from organizations, community groups and/or individuals, which will benefit the District, are welcomed and appreciated. A gift shall be defined as money, real or personal property, or personal services provided without financial 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 to accept any gift that does not contribute toward the achievement of the goals of the District or the ownership of which 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 of a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts of a value in excess of \$1,000 but less than \$2,500 will be accepted by the authority of the Superintendent or designee, and contributions of a value in excess of \$2,500 will be presented to and acted on by the School Board. Pursuant to RSA 198:20-b, III, gifts in the amount of \$20,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of more than \$2,500 and less than \$20,000, 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 exceeding \$2,500 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, business enterprise, or institution of learning. The Superintendent will acknowledge all gifts accepted by the Board. Acknowledgement may be displayed on District property in a manner that is noticeable but not intended as a focal point due to placement or volume. Placement in classrooms must be discrete so as not to distract from student 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.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$500 are permitted without further approval or documentation. Receipt of voluntary

PELHAM SCHOOL DISTRICT POLICY KCD – PUBLIC GIFTS/DONATIONS

Category: Recommended

contributions being made by District employees with a value of \$1,000 or more must be approved as required in this policy for gifts from individuals not employed by the District. Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, must be approved in advance by the Superintendent where the value of the gift sought is more than \$1,000 and less than \$2,500, and by the Board where the value of the gift sought is \$2,500 or greater.

District Policy History:

Adopted: November 4, 2015

Revised: July 13, 2022

Revised: October 19, 2022

Revised: December 6, 2023