

PUBLIC GIFTS TO THE SCHOOLS

Gifts, Donations and Bequests to the District Foundation

The Board of Education encourages the community to direct all gifts, donations or bequests ("gifts") to foundations created to support the district. Gifts, donations and bequests made to foundations are not considered public funds, which allows the district greater flexibility in using the funds. Further, a foundation is eligible for grants and gifts not otherwise available to governmental entities.

Gifts, Donations and Bequests to the District

All gifts accepted by the district will become the property of the district, to be expended or used at the discretion of the Board of Education and in accordance with Board policies and law for the benefit of the district as a whole. In deciding whether to request or accept a gift or donation, the superintendent, the Board or its designee will minimally consider whether the contribution will further the goals of the district, whether it will be used, whether it is appropriate for the school environment and whether it will unequally distribute resources in the district. No gift will be accepted without verification that there are no encumbrances against the gift.

All gifts accepted will be reported to the Board of Education, publicly announced and appropriately acknowledged. The donor will be officially thanked in the district's name.

Gifts and Donations in General

Unless the gift is obtained through crowdfunding, the superintendent or designee is authorized to accept gifts to the school district, but the Board must take action to accept all contributions that require ongoing annual service, a maintenance fee, significant personnel time, initial or continuing financial commitments from the district or gifts of real property. If the value of the donation is greater than \$1,000 in value, the completed, signed *Donation Agreement* must be forwarded to the superintendent or designee for submission to the Board for approval.

Gifts and Donations Through Crowdfunding

For the purpose of this policy crowdfunding is the process of requesting a specific gift or donation to fund a specific purchase or project, typically through websites or social media designated for this purpose. Crowdfunding does not include requests for donations the district makes using the district's own website or social media.

Because crowdfunding is a unique form of fundraising, the following rules will apply whenever the district, a district employee, or other volunteer or agent of the district seeks gifts and donations through a crowdfunding website intended to benefit the district, district employees acting in their

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capacity as district employees, or the district's students. Before any donation is requested, the Executive Director of Finance or designee must be informed of the request to ensure that the request does not conflict with other fund-raising efforts or, if classroom supplies or other property is requested, that the district does not already have the requested supplies or the district can adequately support, store or maintain the gift if received.

All donations or gifts that are requested using the district's name, referencing the employee's position with the district even if the district is not named, or requested on behalf of students specifically or in general are considered district property. The Executive Director of Finance or designee will be informed if donations or gifts are received using crowdfunding so that the gift may be appropriately acknowledged by the district, and the donation may be deposited in the appropriate district account or a gift may be inventoried.

Memorials

Memorials are a special type of gift given in memory of a deceased individual. The district recognizes the following as appropriate forms of memorialization:

1. *Memorial scholarship* – Application and award guidelines should be finalized prior to the scholarship being announced. A typed copy of the application and award guidelines along with the timeline for the scholarship implementation is to be kept on file at the office of the building principal or designee. If desired, the Nixa Public Schools Foundation may be used as a resource to establish and administer the scholarship.
2. *Purchase of library books, educational CD-ROMs, school supplies and equipment* – The district will maintain a "wish list" of these items from which a person establishing a memorial may choose. Books may include a book plate, and equipment/supplies (if applicable) may include an engraved plate. Wording on each plate must be limited to "donated in memory of" or "in memory of," along with the memorialized individual's name and dates of birth and death. All engraved plates may be removed at the end of ten (10) years and offered to the nearest relative.
3. *Funds designated for a particular school activity or department* – The use of such funds must be approved in writing by the building principal and forwarded to the superintendent or designee for final approval.

Memorials such as plantings or benches are accepted in accordance with the district's policies on buildings and grounds.

As with all gifts, items received as memorials become the property of the Nixa Public Schools.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 02/12/2004

Revised: 02/08/2007; 03/13/2008; 12/11/2014

Cross Refs: ECB, Building and Grounds Maintenance
FFA, Memorials on Facilities and Grounds
IIAC, Instructional Media Centers/School Libraries

Nixa Public Schools, Nixa, Missouri