

## **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 general, 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.

In deciding whether to accept a gift, 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.

### **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 Raytown C-2 School District 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* – If requested, 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

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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 Raytown C-2 School District.

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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: 02/12/2007, eff. 07/01/2007

Revised: 08/11/2008

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

Raytown C-2 School District, Raytown, Missouri