

## **Business/Non-Instructional Operations**

### **Gifts to the School**

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

For a gift to be accepted, the following criteria should be considered:

1. Have a purpose consistent with those of the school district.
2. Be offered by a donor acceptable to the Board of Education.
3. Will not add to staff load.
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted.
5. Would not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will be suitable for use in meeting the instructional or operational needs of the school.
8. If the gift is technology material, such as computers and/or software, it must have the approval of the Director of Technology.
9. Will not be inappropriate or harmful to the best education of students.
10. Will not be in conflict with any provision of the school code or public law.

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

A letter of appreciation signed by the Secretary of the Board of Education shall be sent to a donor.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

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| Regulation approved: | June 11, 2002      | NEW MILFORD PUBLIC SCHOOLS |
| Regulation revised:  | September 20, 2005 | New Milford, Connecticut   |
| Regulation revised:  | June 10, 2008      |                            |
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