

## **Business Operations**

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

In order to offer the best educational opportunities for students of the District, the Orange Board of Education will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic financial aid offered by the State. These sources may include special funds from the federal and state government, as well as those from other sources of funding. The Board encourages staff to make known sources of possible funding for special purposes.

The Superintendent or his/her designee is encouraged to explore funding sources for special projects or programs that will enhance the educational offerings of the District when local funding is unavailable for this purpose. These special projects or programs must promote the educational goals of the Orange School District. Such funding sources could include grants, gifts, donations, or bequests from individuals, corporations, foundations, or organizations. Staff members and members of the public may seek out funding sources and bring them to the attention of the Superintendent or his/her designee so they can be pursued.

Prior to any funds being raised by an individual or organization to purchase a gift, the donor of the gift shall complete the form in the accompanying administrative regulation and submit it to the Superintendent who, in turn, if the value of the gifts is over \$2000 shall present it to the Orange Board of Education.

The Principals, along with the Superintendent, shall investigate funding sources and fundraising activities (including fundraising undertaken by PTAs/PTOs) to decide which of them, if any, warrant further consideration of Orange Board of Education approval. Decisions to approve funds and fundraising activities will be based on the following factors:

1. Funds will be used for educational purposes consistent with the District's needs;
2. Funds/fundraising will not be inappropriate or harmful to the best education of students;
3. Fundraising shall be in good taste and appropriate for the school district.
4. School staff and the education program shall be safeguarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.
5. Funds/fundraising will not unduly add to staff workload;
6. Funds/fundraising will place no restrictions on the school program;

7. If the funds are related to technology, such as computers and/or software, acceptance of the funds does not imply endorsement of any business or product by the Orange Public Schools;
8. Funds are from a source that supports the Orange Board of Education's mission;
9. Acceptance of the funds will not place a burden of commitment by the Orange School district to future dedication of its own resources;
10. Fairness and equity will be maintained among schools and individuals;
11. Compliance with all provisions of the law and Orange District policy outweigh any conditions that may be attached to the funds/fundraising.

All funding received shall be properly administered in accordance with acceptable accounting standards.

The Superintendent of Schools shall be authorized to accept, on behalf of the Orange Board of Education, gifts to the school system up to a cumulative value from one source of **two thousand dollars (\$2,000.00)** and shall inform the Board of such gifts. The Orange Board of Education shall approve all gifts of more than **two thousand (\$2,000.00)**. All gifts received become the property of the Orange Board of Education to be expended or used at its discretion. Gifts shall include money, services, programs, equipment, or other items of value.

Community organizations, including parent/teacher organizations, raising funds for particular schools or school activities must have the Principal's and Superintendent's prior approval for such fundraising activities for particular schools which will eventually result in donations or gifts of over **two thousand dollars (\$2000)** to the school. Board review and approval of such gifts shall be in accordance with the following guidelines:

1. Gifts which will be given to schools, students, or the school district by community organizations shall be presented to the Orange Board of Education in writing and approved on the form provided.
2. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the gift.
3. The gift will neither cause an unacceptable burden to teachers or to other school staff members nor subject the school to any significant risks or responsibilities as a result of accepting the gift.
4. Public recognition for gifts/contributions received shall be appropriate and balanced.

The Superintendent of Schools shall not accept in advance of Orange Board of Education approval, gifts of over **two thousand dollars (\$2000)** from an outside organization.

Policy approved: 04/11/2012

Policy reviewed: May 13, 2013

## **Business Operations**

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

In keeping with the Board's policy of accepting gifts of money or property on behalf of the Orange Board of Education the following guidelines will apply to all gifts:

1. Any gift which requires an ongoing expense must be approved by the Principal and Superintendent. If the gift requires major alterations to a physical plant, or causes any future indebtedness, or increases the Orange Board's liability in any way, it must be approved by the Orange Board of Education.
2. Gifts will not be accepted which are targeted toward what would be considered as normal operating expenses such as staff positions and instructional materials and supplies. The BOE encourages the PTA Presidents to maintain communication with regards to major fundraising projects. New fundraising projects must be approved by the Principal and the Superintendent.
3. Every effort will be made to assure that equipment and material gifts do not substantially impact upon equity of opportunity between schools within the town.

Regulation approved: May 13, 2013