

## CHAPTER 7.00 – BUSINESS SERVICES

### Gifts, Bequests and Donations

7.052

1. The School Board recognizes that individuals and organizations may wish to donate money, supplies, equipment or real property for the benefit of the School District. However, the School Board also recognizes that it is not practical for the School District to accept and use all gifts, bequests and donations. This rule shall govern the receipt of all gifts, bequests and donations.
2. All proposed gifts of (i) real property (regardless of value) and (ii) tangible and intangible personal property having a value of at least \$10,000 shall be subject to School Board approval. The proposed gift shall be submitted to the Superintendent or his designee, together with a memorandum from a principal, department head or other appropriate staff member describing the nature and purpose of the gift. The Superintendent shall determine whether the proposed gift meets the criteria in subsection (5) below. The Superintendent shall submit his recommendation to the School Board and the School Board shall decide whether to accept or reject the gift in the exercise of its judgment and discretion.
3. Proposed gifts of money, supplies, equipment or other personal property of a value between \$3,000 and \$9,999 shall be submitted to the Superintendent, together with a memorandum from a principal, department head or other appropriate staff member describing the nature and purpose of the proposed gift. The Superintendent shall determine whether to accept or reject the gift based on the criteria below. The Superintendent shall provide a monthly report to the School Board listing the gifts accepted in the \$3,000 to \$9,999 category.
4. Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria below. Gifts should not be broken up into smaller lots in order to keep them under the \$3,000 threshold.
5. A proposed gift shall be reviewed under the following criteria:
  - a. The gift should facilitate the mission, objectives and goals of the School District;
  - b. The gift should not create significant, ongoing inequity of programs and/or facilities available to students between or among schools in the District;
  - c. The gift should not obligate the District to provide unreasonable financial support or incur continuing costs, including physical improvements to School Board property;
  - d. The gift should not unreasonably add to staff workload;

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- e. The gift should not place any unreasonable restrictions on the school programs or District operations;
  - f. The gift should not imply endorsement of any business or product; and
  - g. The gift should comply with applicable law.
6. If a cash gift to a school is utilized to buy equipment or in-kind gifts of equipment, the equipment shall be added to the school equipment inventory where required by policy.
  7. Gifts of curriculum materials shall also be subject to the curriculum approval process.
  8. In no event shall any employee or other agent make any commitment, obligation, or offer in exchange for any gift to the District.
  9. Accepted gifts become the sole property of District. and shall be accepted without obligation relative to use or disposal. Donation and acceptance of property of any kind shall not impose liability on the School Board to any agents, officers, employees, heirs, representatives, successors and assigns of the donor of the property.
  10. Gifts in memory or honor of individuals and groups shall be accepted only if the individual or group has been associated with the school either as a student, School Board Member or employee, or if the individual or group has made an outstanding contribution to the school or District.
  11. Superintendent may adopt procedures to implement this rule.

**STATUTORY AUTHORITY:**

**1001.42; 1001.43, F.S.**

**LAWS IMPLEMENTED:**

**1001.42, F.S.**

**HISTORY:**

**ADOPTED: 08/08/2006  
REVISED: 08/14/2007; 06/14/2011**