

REGULATION

BAYONNE SCHOOL DISTRICT

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R 7230 GIFTS, GRANTS, AND DONATIONS

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The Board of Education by policy has agreed to accept on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the Board to be suitable. All gifts are to be accepted for the school district as a whole. However, any gift may be used in a particular school with the approval of the Superintendent.

A. Definitions

1. "Gift" means a donation of any property, real or personal, including cash, to the school district, to any individual school or class, or to any school program.
2. "Donor" means any individual or organization that offers a gift.

B. Gift proposals

1. A gift proposal may be made to a principal or administrator. When a gift is proposed to any staff member, the donor shall be referred to the principal or administrator.
2. The principal or administrator shall prepare and submit to the Superintendent a property donation letter for any gift. The letter will include:
 - a. The name and address of the donor;
 - b. A description of the proposed gift;
 - c. The class, school, and/or program to which the donation is made;
 - d. The proposed use of the gift and its relation to the curriculum;
 - e. The proposed location of the gift;



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f. The cost to the district, if any, for moving, installation, and maintaining the gift; and

g. The donor's intention, if any, that the gift be a memorial.

3. A donor who proposes a gift of funds will be invited by the appropriate principal or administrator to discuss the dedication of the funds to a purchase that will enrich the school program. The donor will be encouraged to fund purchases not likely to be made with public funds.

C. Acceptance of gifts

1. The principal of the school or the administrator of the program in which a proposed gift is to be used may accept the gift directly. Any such directly accepted gift must meet district standards for health and safety and must be promptly reported to the Superintendent.

2. The staff members who would be professionally involved in the use of the gift will be consulted on its suitability in the educational program.

3. A gift of property may be submitted for professional assessment and evaluation before it is accepted, in order to determine the Board's potential liability for installation, maintenance, and/or repair.

4. The district purchasing officer will be consulted as to whether a proposed gift meets necessary district specifications. A gift that does not meet district health and safety standards will not be accepted.

5. A gift of money, whether or not it is dedicated to a specific purpose, will be accepted into the general account of the district. Any purchases made with the gift are subject to applicable state law and Board policy on advertising for bids and purchasing generally.



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6. The donor of any accepted gift of property or cash will be notified in writing of the acceptance of the gift, the value of the gift in dollar amount, and the value of the gift to the educational program of the district.

7. A gift intended as a memorial will be fittingly recognized by means (such as a plaque or ceremony) approved by the donor and the Board.

8. Capital property accepted as a gift shall be insured for its replacement value.

9. Gifts should serve a recognized and approved educational purpose.

10. Gifts should be of minimal advertising value which must not be of an objectionable nature (i.e., advertising should not recommend a particular brand over some other brand nor should it claim general superiority).

11. There should be no conditions attached to gifts received by the school, except awards and prizes which must be reviewed by the criterion committee.

12. The use of educational material should not in any way obligate or reflect unfavorably upon the school or school system.

13. If the same gift or one used as a direct teaching tool is proffered by more than one company, the first one proffered should be accepted.

14. The acceptance of any gift for educational purposes must not constitute or imply endorsement of that particular product over any other similar product.

15. Any gifts presented to the school district by individuals, corporations, or organizations must be accompanied



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by a letter from the donor for official action and recognition by the Board.

16. Any gift, grant, or donation shall become school district property.

17. Before approval by the Board, all donors shall consult with the principal to insure usability of the gifts. The principal shall submit gift offers to the Superintendent.

18. A letter of appreciation signed by the President of the Board and by the Superintendent shall be sent to the donor.

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