

**Guilford High School
Athletic Department
Donations**

To be in compliance with Board of Education policies all donations to the school must be approved by either the Superintendent of Schools or the Board of Education depending on the value of the donation. **No** donation is to be accepted/delivered/put into use without this appropriate process followed/completed. Please see Policy #3222 below.

Please complete the following information and submit to the Athletic Director for processing.

Name of Individual and/or Organization wishing to make the donation _____

Contact Information :

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

Name and Description of the item/s to be donated _____

Value of the Donation _____

Approximate Cost to Maintain the Donation _____

Frequency of Maintenance _____

Who will pay for the Maintenance? _____

Who will benefit from the Donation? _____

Please attach any supportive information such as photos.

Name of the GHS Head Varsity Coach who has been consulted _____

Date of Request _____

Date of Approval _____

Signature of Superintendent or designee _____

Gifts, Grants, and Bequests

The Superintendent of Schools shall be authorized to accept, on behalf of the Board of Education, gifts to the school system up to a cumulative value from one source of one thousand dollars (\$1,000.00). The Board shall be informed of the nature and source of such gifts. The Board of Education shall approve all gifts to the school system of more than one thousand (\$1,000.00) with the exception of technology equipment. The District Technology Director may conditionally approve equipment donations that are compatible and have a useful life expectancy of at least three years. Technology donations shall be reported to the Board of Education for final approval. All gifts received become the property of the 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 prior Board approval for such fund-raising for particular schools or school activities which will eventually result in donations or gifts to the school district. Board review and approval of such activities shall be in accordance with the following guidelines:

1. Requests for fund-raising all or part of which will be given to schools, pupils, or the school district by community organizations shall be made to the Principal 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 fund-raising.
3. Anticipated gifts or donations will not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities among elementary schools.
4. School district involvement in fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to any significant risks or responsibilities in handling funds.
5. Fund-raising shall be in good taste and appropriate for the school district.
6. 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.
7. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.

Neither the Superintendent of Schools nor the Board of Education shall accept funds from outside organizations that have not obtained prior Board of Education approval for the fund-raising which resulted in the proposed gift.

Policy
adopted: July 1, 1998
Revised: December 13, 2004
Reviewed: July 10, 2006

GUILFORD PUBLIC SCHOOLS
Guilford, Connecticut