

PROCEDURES FOR PUBLIC GIFTS OR DONATIONS

To be accepted, a gift should meet the following guidelines:

- Have a purpose consistent with the mission and goals of the school district;
- Be offered by a donor acceptable to the School Board;
- Will not involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds;
- Will not employ “regular” full or part-time personnel;
- Will place no restrictions on the school programs;
- Will not be inappropriate or harmful to students;
- Will not imply endorsement of any business or product;
- Will not be in conflict with any provision of school policy or public law;
- Gifts to individual members of the staff by pupils, parents, or organizations are discouraged.

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 the rejection of the gift.

A letter of gratitude will be sent to the donor for accepted gifts.

Gifts to the school district become the property of the District and are subject to the same controls and regulations that govern the use of all District-owned property.

Any purchase to be funded by a cash donation must be processed in accordance with District policy.

I. Donations of Playground Equipment

Donations of new playgrounds or upgrades of \$3,000 or more to existing playgrounds require a recommendation from the Finance and Operations Committee and approval from the Board of Education.

In forming a recommendation, the Finance and Operations Committee will give consideration to the safety and developmental appropriateness of the playgrounds equipment and surface, the safety of the installation plan, impact on the school site plan, and the ability of the District to properly maintain the playground equipment over time.

The District will assume responsibility for routine maintenance of the playground. The Plant Operations Department is responsible for identifying and supervising significant repairs.

II. Donations of Technology Equipment

The District maintains an on-going technology plan, with full funding provided through the District for implementation of the plan over time. Donations of computer equipment may be made to augment the District’s technology plan.

Selection of new equipment for purchase and donation to the District shall be made from an approval list of equipment maintained by the Technology Department. Donations of used equipment shall be reviewed by the Director of Technology for acceptance, with all accepted equipment registered through that Department for inventory purposes.

The District will assume responsibility for routine maintenance and repairs of donated technology equipment.

The District strives to provide all schools with an equitable level of access to technology, regardless of how that technology has been acquired.

III. Donations Other Equipment

Donations of new or used equipment, other than the equipment noted above, shall be reviewed by the Business Administrator for acceptance, with all accepted equipment registered through the Business Office for inventory purposes. The District will assume responsibility for routine maintenance and repairs of any equipment accepted and entered into inventory.

IV. Monetary Gifts of \$25,000 or more, and Donations for Construction or Renovation

Persons/companies/organizations donating a significant amount of money, representing a certain percentage of the cost of a particular facility or portion of a facility may request that the Board of Education name a portion of that facility after the donor or donor's designee and/or recognize the donor or donor's designee with a plaque acknowledging the gift and donor. Note however that the Board of Education retains the sole and exclusive right to accept or reject the donor's request to name a portion of the facility. This provision is an exception to the District's Guidelines for Naming School Facilities or Areas Within a Facility.

All monetary donations and gifts will be held in trust by the Nashua School District consistent with state law and provisions of the City charter and ordinances.

Donations and gifts will be used consistent with the donor's intent and as deemed appropriate by the Board of Education.

These gifts and donations will use the following process:

1. Before gifts are presented to and considered for acceptance by the Board of Education, donors will meet or consult with the Superintendent.
2. The Superintendent, after meeting with the donor, shall make a report to the Board of Education stating the nature and amount of the gift, any conditions or uses the donor attaches to the gift, and whether the gift would benefit or enhance the School District.
3. The President of the Board of Education will establish an Ad Hoc committee comprised of three Board members who will review the Superintendent's report and make a recommendation to the Board of Education.
4. The Board will vote to accept or reject the gift or donation.
5. A letter of appreciation will be sent to all donors. If a gift or donation is not accepted, this letter will provide an explanation for why it was not accepted.

See Policy KCD