

**MANAGEMENT SUPPORT****Gifts****Criteria for Acceptance**

Any gift presented to the district shall satisfy the following criteria for acceptance:

- A. Purpose or use consistent with philosophy and programs of the district;
- B. Does not create a burden to the district in terms of funds, or staff time;
- C. Does not create a program which the board would be unwilling to assume when funds are exhausted;
- D. Does not impose an undue burden upon the district for its care and maintenance;
- E. Is free from health and/or safety hazards;
- F. No direct or implied commercial endorsement; and
- G. Will become the property of the district.

**Required Prior Approval**

Any gift to the district or to an individual school or department of money, material or equipment shall require the following prior approval:

- A. Gifts of a value of \$5,000 or greater shall be subject to board approval.
- B. Gifts of a value of \$2,500 or greater, but less than \$5,000, shall be subject to approval by the superintendent or designee.
- C. Gifts of a value less than \$2,500 shall be subject to approval by the principal or program director.
- D. Prior approval of gifts greater than \$2,500 shall be recorded on forms provided in this section.

**Equipment and Material Gifts**

Equipment and material which are donated to a school or are brought to the school for temporary use shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal or department supervisor shall be responsible for selecting the other appropriate staff members to assist in the review process. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

**A. Technology Equipment Guidelines**

The district has defined specific standards for certain types of technology equipment to maximize operational efficiencies and minimize cost. While the donation of technology is greatly appreciated, the limited effective life, additional support costs and cost of disposal often creates a burden. As such, the donation of certain technology equipment (including computers, monitors, printers, lap top computers, LCD projectors, document cameras, digital cameras, and personal digital assistants) must be new and meet our district standards as defined by Learning and Information Technology Services (LITS).

**B. Playground Equipment and Climbing Wall Guidelines**

In the interest of the health, safety and welfare of our students, the district has developed minimum standards for the donation of playground equipment and traverse climbing walls. All such equipment must be new (or like new) and must be approved by the Maintenance Department.

**Monetary Gifts**

Monetary gifts which are donated to a school or department for a specific use shall require prior approval as defined in this procedure. All such gifts shall be properly receipted and deposited in accordance with district accounting practices.

**Gifts to Staff**

The board discourages gifts to staff from students, parents or others. Instead, they are encouraged to express their commendation or gratitude in verbal or written communications. Employees must take precautions to avoid potential conflicts of interest, the appearance of conflicts of interest, or the appearance of inappropriate relationships when presented with any gifts related to their employment or their role as an employee. Where appropriate and for commonly accepted circumstances, nominal (minor) gifts of appreciation may be received by employees. Such employees must maintain proper professional standards by respectfully declining repeated gifts or gifts of a higher value.

Cross reference:      [Board Policy 6114](#)                      Gifts

Adopted:	<u>September 1981</u>
Revised:	<u>March 6, 1995</u>
Revised:	<u>June 1, 1998</u>
Revised:	<u>February 2002</u>
Revised:	<u>October 2007</u>
Updated:	<u>March 2012</u>
Renumbered:	<u>April 2013</u>
Updated:	<u>May 2017</u>



## GIFTS OF MATERIALS OR EQUIPMENT TO EVERETT PUBLIC SCHOOLS

### DONOR INFORMATION

Name of Donor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Email (optional): \_\_\_\_\_

### GIFT INFORMATION

The Donor hereby gives the Everett Public Schools (and/or) \_\_\_\_\_  
School/Department

\_\_\_\_\_ the following supplies or equipment:

Description: \_\_\_\_\_

\_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated value of Supplies or Equipment: \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

### APPROVAL(S)

Principal/Administrator/Supervisor: \_\_\_\_\_  
Date

District Administration: \_\_\_\_\_  
(Required for all donations \$2,500 or greater) Date

*Any gifts to the District or to an individual school or department of money, or equipment **having a value of \$5,000 or greater shall be subject to Board approval and Superintendent authorization.** All gifts shall become District property. ([District Policy 6114](#))*

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: June 1, 1998  
Revised: November 16, 1998  
Revised: October 19, 2007

Renumbered: April 2013  
Updated: September 2023  
Updated: October 2023



## MONETARY GIFTS TO EVERETT PUBLIC SCHOOLS

### DONOR INFORMATION

Name of Donor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Email (optional): \_\_\_\_\_

### GIFT INFORMATION

The Donor hereby gives the Everett Public Schools (and/or) \_\_\_\_\_  
School/Department

\_\_\_\_\_ the following Monetary Gift:

Amount of Monetary Gift: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_  
\_\_\_\_\_ Dollars

Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPROVAL(S)

Principal/Administrator/Supervisor: \_\_\_\_\_  
Date

District Administration: \_\_\_\_\_  
(Required for all donations \$2,500 or greater) Date

*Any gifts to the District or to an individual school or department of money, or equipment **having a value of \$5,000 or greater shall be subject to Board approval and Superintendent authorization. All gifts shall become District property.** ([District Policy 6114](#))*

Superintendent: \_\_\_\_\_  
Date

Adopted: June 1, 1998  
Revised: November 16, 1998  
Revised: October 19, 2007  
Renumbered: April 2013  
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## PTA GRANT AGREEMENT

### PTA DONOR INFORMATION

PTA Name: \_\_\_\_\_

Recipient School: \_\_\_\_\_

PTA Officer: \_\_\_\_\_ Position: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Phone No.: \_\_\_\_\_

### GIFT INFORMATION – SUPPLIES OR EQUIPMENT

Description: \_\_\_\_\_

\_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_

### GIFT INFORMATION – MONETARY GRANT

Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_

Amount of Monetary Gift: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_

\_\_\_\_\_ Dollars

### AGREEMENT

It is agreed that the Grant Funds will be spent for the stated purpose before: \_\_\_\_\_.

Upon request, the district will provide a complete accounting of the expenditure of the Grant Funds to the PTA. Unused or unexpended funds may be refunded to the PTA upon written request. The school district agrees to maintain the above described property at the indicated school of origin for the useful life of the equipment.

### APPROVAL(S)

PTA Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

District Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Required for all donations \$2,500 or greater

*Any gifts to the District or to an individual school or department of money, or equipment **having a value of \$5,000 or greater shall be subject to Board approval and Superintendent authorization.** All gifts shall become District property. ([District Policy 6114](#))*

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: June 1, 1998  
Revised: November 16, 1998

Renumbered: April 2013  
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