



# POLICY

**Haddonfield  
Board of Education**

## PROPERTY

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Gifts, Grants, and Donations

### **7230 GIFTS, GRANTS, AND DONATIONS**

The Board may accept any gift or grant of land, with or without improvement, and of money or other personal property without additional authorization or authority. The Board shall in all cases recognize the receipt of gifts, grants, or bequests.

It is the policy of the Board, however, that gifts to the school district should have a real place in the educational program. Therefore, the principal in whose building the gift is to be utilized, or the Superintendent, should be consulted before any gift is decided upon. Further, the Board reserves the right to use any gift in the best interests of the educational program and accepts the responsibility of maintaining the utility of the gift. Any gift accepted by the Board becomes the property of the Board and cannot be returned without Board approval. The Board, as it deems advisable, reserves the right to dispose of any gifts or reject gifts that entail district costs for maintenance and upkeep.

Presentations of memorials or other awards shall be recognized by the Board. Such recognition shall in no case be considered as a testimonial or endorsement by the school system of a product or business enterprise.

#### Scholarships

Estate bequests and donated moneys that are designated as scholarship finds shall be administered by the district in the best interest of the total honors/scholarship activity.

The Board of Education reserves the right to accept or reject funds offered to it for scholarship or award purposes. Any funds accepted by the Board become the property of the Board and cannot be returned without Board approval. Funds received will be invested or may be combined with other funds.

#### Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the Superintendent, who shall investigate the conditions of such grants and make recommendations to the Board regarding the advisability of seeking them.

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

BOE Revised Date: 3/28/2019  
BOE Approved Date: 4/11/2019



# REGULATION

## PROPERTY

**Haddonfield  
Board of Education**

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Gifts, Grants, and Donations

### **R 7230 GIFTS, GRANTS, AND DONATIONS**

#### 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 form for any gift that cannot be accepted directly in accordance with C1. The form 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;
  - 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 up to \$1,000 in amount 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.
4. Any proposed donation of funds \$1,000 or more will be referred to the Superintendent, who will invite the donor to confer with him/her on the dedication of the funds.
5. Principals and administrators are encouraged to keep a list of appropriate gifts as an aid to individuals and organizations seeking gift opportunities.



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#### 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, provided its value does not exceed \$1,000. Any such directly accepted gift must meet district standards for health and safety and must be promptly reported to the Superintendent.
2. The Superintendent may accept gifts of funds up to \$1,000 in amount and gifts of property valued at up to \$1,000. All gifts accepted by the Superintendent will be reported to the Board.
3. All gifts of value greater than \$1,000 can be accepted only by resolution of the Board duly convened.
4. The staff members who would be professionally involved in the use of the gift will be consulted on its suitability in the educational program.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Capital property accepted as a gift shall be insured for its replacement value.