

## **Gifts or Donations**

Equipment and materials which are donated to a school or the district or are brought to the school or district for temporary use, will be reviewed in terms of suitability and durability and for any possible health or safety hazards by district staff.

The school principal or administrator designee is responsible for selecting appropriate staff members to assist in the review process. Recommendations for donation/gifts will be forwarded to the Administrator for Business Services for final approval.

If the equipment and/or materials are found to be unsuitable, the principal/administrator will indicate the reason(s) in writing.

All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

Any gift presented to the district will satisfy the following criteria:

- A. The purpose or use is consistent with philosophy and programs of the district and Policy 6114;
- B. The district will assume only a minimum financial obligation for installation, maintenance and operation;
- C. The equipment will be free from health and/or safety hazards; and
- D. The equipment will be free from a direct or implied commercial endorsement.

**Date: 03.28.16**

**Revised:**