

## GIFTS AND BEQUESTS TO SCHOOLS

The Appleton Area School District may receive, accept, and use gifts or grants of furniture, books, equipment, supplies, moneys, scholarships, securities or other property, real or personal, used or useful for school research and educational purposes. All monies received as gifts or grants shall be placed in the School District treasury but shall be considered segregated trust funds. Whenever a School Board receives gifts or grants under this section, it shall make such use thereof, or invest the same in the case of monies, as the donor or grantor specifies. In the absence of any specific direction as to the use of such gifts or grants by a donor or grantor, the School Board may determine the use of, or invest the same, in accordance with the law applicable to trust investments.

While the Appleton Area School District continues to receive support through various sources of funds that are ultimately provided through federal, State, and local tax sources, the Board of Education also believes that it is important to continue to nurture charitable interests within our community. Developing and maintaining this relationship provides an opportunity for the students and staff of the School District to benefit from opportunities that otherwise would not exist. Donors also benefit from the personal satisfaction of being a partner in the educational opportunities that are made available to the children of our community.

Gifts with a value of less than \$200 may be accepted and acknowledged by building administrators and Department Heads. Gifts with a value greater than \$200 will be formally accepted by the Board of Education. This will allow the community to be aware of the gift and the Board of Education to acknowledge the donor. It also provides for proper planning, budgeting, and inventory.

While the Board welcomes and appreciates gifts to the District, these gifts must be appropriate for school programs. Gifts that are deemed inappropriate to the operation of the District may be rejected with appreciation stated for the intent of the donor. The District also reserves the right to dispose of any donated property that is no longer needed or considered too costly to maintain.

Soliciting of gifts is permitted if conducted in accordance with Board of Education Policy, 881, Relationship with Community and Community Organizations (Student Fundraising).

### Student Nondiscrimination

*The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.*

**Cross References:** Student Nondiscrimination Complaint Procedure, 411.2-Rule

**Legal References:** Wisconsin State Statutes 118.13, 118.27  
Wisconsin Administrative Code PI 9.03(1)

**Adoption Date:** June 26, 1993

**Amended Date:** August 26, 2002

## GIFTS AND BEQUESTS TO SCHOOLS

### Procedures

The Appleton Area School District may accept and use any bequest, gift of money or property for a purpose deemed by the Board of Education to be consistent with District goals, beliefs, and values.

The following criteria for accepting gifts or bequests shall be followed. Accounting for receipts and disbursements of gifts and bequests shall follow generally accepted accounting procedures.

1. All gifts and bequests shall become property of the School District. As long as such property is used advantageously in the school in which it is initially placed with its original intent, it will be retained in that school. However, when such use is no longer deemed by the Superintendent as advantageous, or the facility will no longer be used for school purposes, the Superintendent will have the right to move the property or recommend to the Board of Education the sale or disposal of the property in a manner that will best serve the interests of the District.
2. Funds obtained by non-school groups through fundraising activities and directed to individual schools or school organizations, shall also be considered gifts to the School District.
3. Gifts to individual sites or departments of \$200 or less will be accepted and acknowledged by the appropriate building administrator or Department Head. The administrator, at his/her discretion, may seek Board of Education approval of items less than the aforementioned value. Gifts of higher value, as well as those to the district-at-large, will be accepted by the Board of Education as either an Item of Information or Item for Consideration. The individual receiving the gift will complete and submit to the Superintendent's office the **Gift to District** form. All gifts accepted by the Board of Education will be acknowledged with a response of gratitude.
4. Acceptance of any gift must satisfy the following guidelines.
  - a) The gift will:
    - i) be offered by a donor acceptable to the Board of Education. The primary beneficiary must be the school and the students being served. Donations benefiting both the school and a vendor will be allowed only if the business does not expect reciprocal privileges or preferential treatment. Further, the benefit must go primarily to the student and not the vendor involved.
    - ii) place no restrictions on or alter in any way the Board of Education approved programs and services.
    - iii) not require an explicit endorsement by the school, department, or District. Notwithstanding this provision, it is acceptable for the donor to publicize the making of the gift if the Board of Education approves such publicity in advance.

- b) The gift may be rejected if it:
  - i) is not consistent with the District's educational philosophy or State law, such as Wis. State Statute 118.13 Pupil Nondiscrimination.
  - ii) does not support the curriculum.
  - iii) involves major costs for installation or maintenance.
  - iv) commits the District to an extensive financial outlay for procurement, replacement, repair, disposal, or future purchases.
  - v) is deemed objectionable by the Board of Education.
- 5. Although unrestricted gifts will be accepted if they meet the above criteria, it is recommended that donors either verbally, or preferably in writing, indicate the intent and use of gifts.
- 6. Acceptance and awarding of scholarships
  - a) The District encourages student scholarships that meet criteria consistent with this policy.
  - b) Gender restrictive scholarships will be accepted if the overall effect of all financial assistance awarded to students in the District does not discriminate on the basis of gender.
  - c) Information regarding scholarships shall be presented and disseminated in a nondiscriminatory manner.
  - d) Scholarships shall be awarded in accordance with the donor's intention and criteria.
  - e) A representative group selected by the building principal shall determine who is awarded the scholarship.
  - f) Agencies, organizations, and individuals that provide scholarships without District participation may distribute them during District award ceremonies if the award is not discriminatory or contrary to District values and beliefs.
- 7. A School District receipt will be provided for all gifts of money. The receipt will indicate the donor, amount received, and purpose of the gift if specified by the donor. The funds shall be deposited intact in the designated School District depository as soon as possible.
- 8. The Assistant Superintendent/Business and Personnel shall be responsible for the proper accounting of all gifts of money and shall do so in accordance with the Wisconsin Elementary and Secondary School Accounting System.

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