



3280 A

Accepting Gifts, Bequests or Grants

Regulation 3280 A

Original Adoption: 04/25/1967

Effective Date: 11/28/2012

Revision Dates: 10/09/1973, 09/09/1975; 11/28/2012

I. PURPOSE

The Superintendent is charged with establishing the criteria and procedures for examination and evaluation of offers of gifts, donations, bequests or unsolicited grants. This regulation establishes the criteria for acceptable gifts, bequests or unsolicited grants, the appropriate recipient of gifts of varying value and the procedures required for acceptance.

II. EVALUATION OF OFFERS

- A. All offers of gifts, donations, bequests or unsolicited funds (hereinafter “gifts”) shall be evaluated on the basis of the same criteria. Not all gifts may be appropriate for acceptance by a school, program, department or the district
- B. All offers must be evaluated by the person(s) designated by the Superintendent as authorized receivers identified in ¶IV A-D.
- C. All evaluations of offers receivable by associate superintendents or chief officers must be reported to the Superintendent in writing.
- D. All evaluations of offers receivable by principals or department heads must be reported to the appropriate chief officer or associate superintendent in writing.
- E. All evaluations of offers receivable by the Superintendent must be reported to the Board of Directors in writing.
- F. In cases where the donor indicates a specific use for a gift, the offer of gift must be in writing from the donor.
- G. In cases where the donor wishes an acknowledgement of the gift of property, the offer of gift must be in writing, and the donor alone is responsible for establishing any claimed value of the gift.
- H. In cases where the donor wishes an acknowledgement of the gift of funds, the offer of gift must be in writing.
- I. In addition to the evaluations required above, all offers of equipment, materials, curriculum, installation services, or supplies must be evaluated by the appropriate central administration department. (e.g. Facilities, Transportation, Purchasing, Teaching and Learning)

III. CRITERIA FOR EVALUATION

All gifts must meet each of the following criteria in order to be accepted:



- A. The purpose of the gift, stated or apparent, must be consistent with the goals of the District, school, program or department to which the gift is directed.
- B. The donor must be acceptable to the Board of Directors.
- C. The gift must not add to the work load of employees beyond that reasonably required to evaluate or accept the gift and add it to the resources available to the District.
- D. The gift may not begin a program that the District would not be able to continue when the gift funds are exhausted.
- E. The gift must not bring undesirable costs to the District, including costs of utilities, training, disposal, or maintenance and repair.
- F. The gift must not place any unreasonable restrictions on school, department, or district programs.
- G. The gift is appropriate for the age and/ or understanding of students;
- H. The gift does not directly or indirectly imply endorsement of any business or product;
- I. The gift is permissible under law;
- J. The gift does not endow employment contract rights under any agreements to which the district is a party.

IV. AUTHORIZED RECEIVERS

- A. Individual or joint gifts of a stated value or cash in the amount of \$5,000.00 (Five Thousand Dollars) or less may be received and accepted by a principal, site administrator, or department head.
- B. Individual or joint gifts of a stated value or cash in the amount of \$25,000.00 (Twenty-Five Thousand Dollars) or less may be received and accepted by a chief officer or an assistant superintendent.
- C. Individual or joint gifts of a stated value or cash in the amount of \$50,000.00 (Fifty Thousand Dollars) or less may be received and accepted by the Chief Executive Officer.
- D. Individual or joint gifts of stated value or cash in excess of \$50,000.00 (Fifty Thousand Dollars) may be received by the Superintendent. Gifts of stated value or cash in excess of \$100,000.00 (One Hundred Thousand Dollars) shall be acknowledged publicly by the Superintendent at a regular board meeting of the Board of Directors. Gifts under \$100,000.00 (One Hundred Thousand Dollars) may be acknowledged publicly, at the discretion of the Superintendent, at a regular board meeting of the Board of Directors.



V. ACKNOWLEDGEMENT OF GIFTS

- A. In addition to the acknowledgements authorized above, gifts received by an authorized receiver may be publicly noted in any district communication including, but not limited to:
1. School, departmental or district newsletters;
 2. School, department or district web pages;
 3. Announcement at a school, departmental or district meeting;
 4. Press releases authorized by the Communications and Public Affairs Department.
- B. Physical acknowledgements of gifts shall be appropriate to the gift, including, but not limited to:
1. Book plates;
 2. Plaques affixed to the gift, or to a wall in the room where the gift is located.
- C. Gifts shall not be acknowledged by naming rights to any district facility or portion thereof.

VI. USE OF GIFTS

- A. The designation by a donor for a specific use or use at a specific location of a gift will be honored where such use is in keeping with District goals, at the discretion of the Superintendent.
- B. If a gift of property has been received by a school, department or program the use of the gift may remain in that school, department or program unless otherwise determined by the Superintendent. If a school, department or program is closed, the property will be reassigned by the Superintendent, or Superintendent's designee. If a school, department or program is moved and the property is portable, the property may follow the school, department or program unless otherwise determined by the Superintendent or Superintendent's designee.
- C. Gifts of cash without a donor designated purpose shall be added to the general fund of the district. Use of the funds at the site, department or program that received the gift is at the discretion of the Superintendent.
- D. Gifts of cash with a donor designated purpose shall be accounted for in the same manner as solicited grants.
- E. Gifts of real property shall be added to the assets of the district at their fair market value at the time of the receipt of the gift.

Legal References:

Minn. Stat. 123B.02, subd. 6 (General Powers of Independent School Districts; Bequests, Donations, Gifts.)



Cross References:

MPS Policy 1100 (Advertising in the Schools)

MPS Policy 1560 (Gifts to School Personnel)

MPS Policy 1720 (External Funds)

MPS Policy 3440 (Inventories)

MPS Policy 3445 (Property and Equipment)

MPS Policy 3517 (Operation, Maintenance and Security of Buildings and Grounds)

MPS Policy 5550 (Gifts to Schools from Students or Classes)

MPS Policy 7000 (Gardens on School Property)