

## DONATIONS

Periodically, local citizens wish to donate items to the school system or to a specific school. In general, you are authorized to accept small items and provide a memo receipt similar to the one below. If the item has an estimated value of less than \$1000, no property record is necessary. This procedure promotes good will within our community.

**Caution:** Before installation of any donated computer equipment, it is appropriate to test for a virus. For information regarding this issue, contact the Network Services Division at 377-0428.

### ***SAMPLE LETTER TO DONOR:***

*On behalf of the students and staff of Collier County Public Schools, please accept this memorandum as your receipt for your tax deductible donation of <identify donation> delivered to <Administrator/Department>.*

*Although we do not provide a value of donations received, please feel free to provide my name to anyone wishing to confirm your donation. Our tax reporting identification number is 59-6000557.*

*Again, your generosity is appreciated.*

*Sincerely yours,*

*<Administrator>*



Book	Policy Manual
Section	7000 Property
Title	GIFTS, GRANTS, AND BEQUESTS
Number	po7230
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### 1. 7230 - **GIFTS, GRANTS, AND BEQUESTS**

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The District reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the District will attempt to carry out the wishes of the donor.

Gifts, grants, and bequests shall become the property of the District and will be subject to use by the District as determined by the policies and administrative procedures applying to all properties, equipment, materials, and funds owned by the District.

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Superintendent, prior to purchase, so it can determine if the District would incur any liability by its use. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.

#### School Memorials and Gifts

- A. No individual, group, or organization shall be permitted to erect an honor roll, memorial, or structure of any kind upon school grounds except by approval of the Superintendent. Memorials shall be limited to a plaque and/or appropriately displayed portrait in the media center, office, etc. Also, a simple landscape project would be acceptable (i.e., planting of a tree, small flower garden), provided there is little or no maintenance and is consistent with the Board's master plan.
- B. Permanent structures shall have utilitarian value in the operation of the school or be erected in memory of a person who has been associated with the school either as a student or employee, or an organization which has been made some outstanding contribution to the school or District.
- C. Articles of equipment donated to the schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program and do not commit the District to potentially significant maintenance cost.