

## **GIFTS FROM THE PUBLIC AND PRIVATE FUNDRAISING ON BEHALF OF SCHOOL PROGRAMS**

The Board of Education recognizes that the community has generously supported many fundraising efforts on behalf of the schools. These efforts have provided the schools with activities and equipment that could not be included in regular school budget and are much appreciated. However, many of these fundraising projects have been carried out under the direction of student and parent organizations but independent of the district's formal governance.

Recently, such efforts have come to include major projects such as the art gallery, fitness center, computer center, basketball courts, and augmented playgrounds, which require the raising of large amounts of money. While the Board wishes to encourage independent fundraising, it also wishes to set clear guidelines regarding such projects. It is imperative, for example, to consider the potential impact for the district of any gift which might result from such fundraising. (An example drawn from the college scene would be the gift of a major new building to a college when the structure might not in fact meet the needs of the college and might further require huge, unfunded, long term staffing and maintenance costs.) Also, any major modification of a school building or grounds requires specific state approval of the plans, regardless of the source of funding.

Fundraising ideas that might lead to major gifts, i.e., gifts that would have a definite impact on educational policy or on the district's budget must receive approval from the Board *prior* to initiating any fundraising. To avoid misunderstandings, the following steps are to be followed:

1. When the idea for a specific project is first proposed it should be informally discussed with the Superintendent and ~~the~~ Building Principal, as appropriate.
2. If the project seems appropriate and feasible and has the tentative approval of the Superintendent and ~~the~~ Principal, the sponsors should then develop a simple written proposal that will include careful estimates of:
  - the usefulness of the project,
  - the initial cost of the project plus projections of the ongoing costs on an annual basis, and
  - a time schedule for the project.
  - **plans for recognition, if any (subject to Policy 7500 and Board of Education approval)**

In addition, the plan should clearly answer the question as to where the ongoing operating costs are expected to come from and should address any special considerations such as insurance, staffing, and liability or safety factors. The proposal should also make clear what will happen if the fundraising goal is not achieved.

3. The written proposal should be sent to the Superintendent who, along with other staff, will promptly provide advice and assistance in completing the analysis and will advise the proponents on the appropriateness of the project. ~~(The Superintendent obviously should be freely consulted at a much earlier stage, on an informal basis and also keep the Board informed.)~~
4. The proposal, along with the Superintendent's recommendation, will then be sent to the Board for prompt consideration and action. The Board may ask for additional details or modifications or may advise that the project should be reconsidered. No fundraising should be undertaken on behalf of a major school project until the project is approved by the Board. If the

Board approves the project ~~and necessary state approvals have been granted~~, the fundraising may then go forward, with funds to be accounted according to instructions from the Assistant Superintendent of Business. Upon successful completion of an approved fundraising effort, the project is still subject to the final approval of plans and specifications by the Board of Education.

5. Extended fundraising initiatives of more than one year shall be reviewed by the Board on an annual basis to determine the project's continued feasibility and merit

Cross-ref:     ~~1800, Gifts from the Public~~  
                  1820 Memorials  
                  2160 School District Officer and Employee Code of Ethics  
                  7500 Recognitions

Adoption date: June 13, 2000

