

Business/Non-Instructional Operations

Gifts, Donations and Bequests

All gifts, donations and/or bequests to the school district become the property and responsibility of the Board of Education. For the purpose of this policy, gifts shall include gifts, donations and bequests.

The Putnam Board of Education is grateful for gifts given to the school district, whether such gifts be in the form of money, services, programs, equipment or other items of value. The Superintendent of Schools shall be authorized to accept, on behalf of the Board, gifts to the school district.

Gifts accepted on behalf of the Board of Education shall become the property of the Board, to be expended or used at its discretion; however, every attempt shall be made to honor the special requests of donors.

1. Individuals, groups, or corporations wishing to give a gift or donation to the Putnam Schools shall direct their offer in writing to the Office of the Superintendent.
2. Receipt of gifts by the Superintendent shall be acknowledged in writing by the Superintendent or his/her designee.
3. The Putnam school district shall not be inappropriately influenced or constrained due to gifts and/or donations from an individual, group or corporate donor.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy adopted: October 21, 2008

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

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Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply.

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school district.
2. Will not add to staff work load.
3. Will not begin a program which the Board of Education would be unwilling to take over when the gift funds are exhausted.
4. Would not bring undesirable or hidden costs to the school district.
5. Will place no restrictions on the school program.
6. Will be suitable for use in meeting the instructional needs of the school, if the gift is technology material, such as computers and/or software.
7. Will not be inappropriate or harmful to the best education of students.
8. Will not imply endorsement of any business or product.
9. Will not be in conflict with any provision of the school code or public law.

All gifts shall become school district property.

A letter of appreciation signed by the Chairperson of the Board of Education and by the Superintendent of Schools shall be sent to the donor.