

**WHITE RIVER SCHOOL DISTRICT #416  
ADMINISTRATIVE PROCEDURES**

**No. 6114P**

**Gifts**

Equipment and material which are donated to a school or are brought to the school for temporary use shall be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal or department head shall be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the administrator shall indicate the reason(s) in writing. If found to be acceptable, the administrator will submit a work order for appropriate installation, if necessary. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts shall become district property and shall be accepted without obligation relative to use and/or disposal.

Any gift presented to the district shall satisfy the following criteria:

- A. The purpose or use shall be consistent with philosophy and programs of the district;
- B. The district shall assume only a minimum financial obligation for installation, maintenance and operation; and
- C. The equipment shall be free from health and/or safety hazards.

Monetary gifts and donations may be made for specific programs or activities of the district as approved by the Superintendent, to help defray costs for students in need.

- Funds shall be credited in the program where they are intended to be used.
- Due to timing of programs and activities and to apply these gifts in a consistent reliable manner, the gift will be considered to be immediately spent if applied within one-year of receipt.
- A "student in need" may be identified through the judgement of a counselor, principal or other building administrator.