

Procedure Gifts or Donations

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

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

- A. The purpose or use be consistent with philosophy and programs of the district and Policy 6114;
- B. The district will assume only a minimum financial obligation for installation, maintenance and operation;
- C. The equipment will be free from health and/or safety hazards; and
- D. The equipment will be free from a direct or implied commercial endorsement.

Gifts or Donations Instructions

- Have Donor complete the Donation Form
- Building Administrator reviews donation and either approves or denies. There is a section on the Donation form they need to complete
- Building Administrator verifies that it follows Board Policy 6114. A copy of the board policy and procedure are in Google Drive, Office Procedures Manual, Donations

If donation is denied—nothing further needs to be done.

If donation is approved—

- Building administrator writes a thank you/donation letter. Sample is in Google Drive, Office Procedures Manual, Donations
- Add donation to the Board donation list for final approval located in Google Drive, Office Procedures Manual, Donations
- After Board approved add to inventory with District Office.

All gifts and donations need to go through the building administrator or district office for other areas.

Asotin-Anatone School District

Adopted: 11/2007; 2/2015; 10/2021

WSSDA Revised: 6/2015