

## PARIS SPECIAL SCHOOL DISTRICT – ADMINISTRATIVE PROCEDURES

### **Gifts and Bequests**

**2.401.1**

The Director of Schools is authorized to accept gifts for the Paris Special School District and may designate others to accept gifts for individual schools on behalf of the Board. The Board will officially express appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

In instances where the Director of Schools or his designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined, or the matter referred to the Board.

In accepting gifts and donations, the following guidelines shall be followed:

1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall for all intents and purposes be a gift and shall become school system property subject to the same controls and regulations that govern the use of other school-owned property.
2. Contributions of equipment or services that may involve major costs for installation, maintenance, or initial or continuing financial commitments from school funds shall be presented by the Director of Schools' office for Board consideration and approval.
3. Individuals or organizations wanting to contribute supplies or equipment will consult with school officials about the feasibility of accepting such contributions prior to the solicitation of funds or the making of budgetary appropriations.