

ADMINISTRATIVE PROCEDURE

SCHOOL - COMMUNITY RELATIONS

Public Gifts to the Schools

Gifts to any one of the schools or to the District may be accepted by the School Board. The following procedure shall be used when gifts are offered and accepted by the Board.

1. The donor (individual or organization) shall advise the Building Principal or the Superintendent of the planned gift(s) to be given.
2. The Principal of the school which would be the recipient of the gift(s) shall determine the appropriateness of the gift and advise the prospective donor whether the gift(s) can be received. The Superintendent shall follow the same procedure if a gift is offered to the District.
3. The School Board will be asked to formally accept any gift of material significance by an individual or non-school affiliated organization at a regular Board meeting following the gift offer. All other gifts will be reported annually to the Board of Education.
4. When the gift(s) is received, the District Office shall be requested to provide for the donor a statement of acknowledgment and release from liability. All gifts received become the property of the School District.

Legal Ref: Ill. Rev. Stat., ch. 122, para. 16-1.

ADOPTED: November 3, 1987

REVISED: July 14, 1998; December 22, 2010; October 24, 2017

REVIEWED: May 27, 2014