

## GIFTS TO THE DISTRICT

The Board of Education of the Waterloo Community School District believes in, encourages, and supports the voluntary support of our schools as an important and vital component of school district operations. Gifts to the District not only benefit students and schools, but create opportunities to foster positive working relationships between the community, individual schools within the District and the District as a whole.

A gift is defined as any donation, present or endowment in the form of cash, goods or service which benefits the school system and is provided without compensation. Teachers and students seeking grant funding may only contact sources outside the Waterloo Community School District if specific criteria is met. The following criteria shall be used to determine whether or not the gift shall be accepted or requested on behalf of the District:

1. Be consistent with the mission, objectives, goals and policies of the District and the school improvement plan of that building,
2. Gifts that employ regular, part-time, or additional staff shall be discouraged,
3. Gifts given by local, regional, or national organizations that are a part of recognizing excellence in education are allowed,
4. Any gift given to the District must be free of all safety and/or health hazards,
5. Any gift given to the District must be free of any direct or implied endorsements or conditions,
6. Be appropriate to the best interest of students,
7. Not create significant, ongoing inequity of programs and/or facilities available to students with or between schools,
8. Be in support of those programs deemed a priority of the District,
9. Not obligate the District to financial support or continuing costs without the Board's approval,
10. Not unreasonably add to staff workload including technology support,
11. Be subject to the normal curriculum approval process prior to acceptance of curriculum materials and/or program gifts,
12. Not place any restrictions on a school program or District operations, and
13. Comply with all provisions of board policy, collective bargaining agreements, District standards and specifications and public law,
14. District or school named in crowd sourcing request, the practice of obtaining services, equipment or money from an online source on behalf of students or classroom.

Individuals, organizations, or groups are required to discuss the gift in advance with the Superintendent or designee. Individuals and student groups shall not solicit funds from community resources unless prior approval has been granted by a building level administrator and/or until all other options have been exhausted and the Gift Approval App in EmployeeNet has been accepted.

All gifts shall, except as otherwise agreed, become District property and shall be accepted without obligation relative to use and/or disposal. The District may sell, lease, rent, or exchange and invest or expend any principal and income from gifts and enter

into contracts and adopt regulations deemed necessary by the Board to provide for the receipt, utilization, and/or expenditures of the gifts, conveyances, devises, or bequests.

The Superintendent or designee may accept any gift to the District or individual school or department having a value of \$2,500 or less. Any gift to the District over \$2,500 may only be accepted by the Board of Education. Any gift of real property, developed or undeveloped, and/or building may only be accepted by the Board of Education.

Upon acceptance of the gift, the District will provide acknowledgement of the gift, but it is the responsibility of the donor to establish the value of the gift.

### **Gifts from the Foundation to the District**

Due to the unique relationship between the Waterloo Community Schools Foundation (Foundation) and the District, gifts from the Foundation to the District, except those involving real estate, are not subject to this procedure. As the Foundation exists solely to benefit the District, all resources secured by the Foundation will be for the exclusive purpose of benefitting the District. Gifts from the Foundation to the District, except those involving real estate, may be accepted by the Superintendent, who will provide a quarterly report to the Board for its information. Gifts involving real estate are subject to the Board's acceptance.

### **Request from the District to the Foundation**

Gift requests made by teachers and students to the Foundation must be accompanied by a completed copy of Funding Guidelines Checklist.

The Waterloo Community School District shall not discriminate in the acceptance and administration of any gift from private agencies, organizations or persons on a basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Legal Ref.: Iowa Code §§ 279.42; 565.6 (2013).

Cross Ref.: 603.6 Selection of Instructional Materials  
604.1 Acceptance of Donated Learning Materials

ADOPTED: 6/25/84  
1/27/92  
9/27/99  
10/8/01  
12/14/09  
1/9/12  
7/21/14  
12/14/15

Reviewed: 9/97, 8/18/99, 9/7/01, 10/7/04, 11/3/09, 12/1/11, 5/15/14, 11/5/15