

# Policies

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## Westerly Public Schools Donations and Gifts

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The School Committee acknowledges the responsibility to provide the necessary resources for the education of students. Community members, parents, and students may wish to enhance or improve particular educational programs or facilities by providing gifts, donations, bequests, or memorials, hereinafter referred to as "donations". In order to ensure that all donations conform to the educational goals of the District and to ensure consistency in accepting such donations, the School Committee sets forth the following policy:

- The School Committee shall approve all donations valued at \$5,000 and above, and deem them to be in compliance with the criteria set forth herein. The Superintendent of Schools may accept donations that are valued at less than \$5,000 and meet the criteria established by the administrative guidance established in accordance with this policy.
- The Superintendent shall develop administrative guidelines governing the acceptance of the donations and the procedure for examining and evaluating offers of donations to the District. Such approval will take into consideration the educational goals of the District and the operating and maintenance requirements of the donation.
- Once approved and accepted by the Superintendent and/or the School Committee, all donations become the property of Westerly Public Schools. Donations may not be returned without the approval of the School Committee, and are subject to the same controls and regulations as are other properties of the District. The School Committee shall be responsible for the maintenance of any donation that it accepts.
- Any donation accepted by the Superintendent or School Committee, whether it be money, equipment, supplies, materials, services, or any other contribution of value, shall be utilized in a program(s) or facility pursuant to the express terms and conditions stipulated by the donor. In no case shall acceptance of a donation be considered to be an endorsement by the School Committee of a commercial product or business enterprise or institution.
- Any financial donations received by the District for expenditure pursuant to this policy shall be deposited by the Finance Department into a restricted account identifiable to the particular grant, gift or donation and shall be expended solely by and upon demand of the school district, school department, or school committee in accordance with the express terms and conditions of said grant, gift, or donation. Any non-financial donations shall be accounted for in accordance with governmental accounting standards and the State of Rhode Island's Uniform Chart of Accounts guidelines. The School Committee reserves the right to decline restricted gifts for programs that it has chosen to discontinue. Further, the School Committee reserves the right to decline donations with conditions and restrictions that are not

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consistent with Federal and State law, district policy and procedures, and/or School Committee's goals and priorities.

- Gifts may also be made to the schools or School Department through donation to the Town; provided, however, any such gift must be approved by the School Committee in the same manner as gifts made directly to the schools. The School Committee reserves the right to decline gifts made through the Town based upon the criteria set forth herein above.
- In the event that a private foundation or group seeks to raise \$5,000 or more for the Westerly Public Schools for a specific school program or facility through an event, a direct mail campaign, or another activity, the organizing group and the School Committee shall sign a Memorandum of Understanding defining the goals and purposes for which funds will be raised. The Memorandum of Understanding must be approved by a majority vote of the Westerly School Committee.
- All gifts, grants, and donations to the Westerly Public Schools shall be accepted, administered, accounted for and disposed of in compliance with applicable sections of R.I.G.L. as amended from time to time.

Adopted: June 12, 2019