

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 702  
PROPERTY**

**GIFTS, GRANTS, DONATIONS**

The Carson City School District may accept gifts if the following criteria are met:

1. The gift must be appropriate and related to an educational or service function of the District.
2. Audio-visual equipment, library materials, books and special instructional equipment must meet standards comparable to those already established for such items purchased by the Carson City School District. Before a donation is accepted, the donated item must be cleared with the appropriate Department/Director/Manager (see below).

The donor of a gift to the Carson City School District must agree to the following:

1. The gift becomes the property of the School District, but a suitable marker or notation may be made designating the source of the gift. Exceptions to this are gifts held in joint tenancy with other educational institutions or public agencies.
2. If the gift is in cash to pay for a specific item, the specifications for such item will be established by or in agreement with the School District. A cash donation should be forwarded to Fiscal Services where it will be deposited into the appropriate gift/donation account.
3. If the gift is for the purpose of acquiring an item of \$500 or greater value, it must be purchased by the School District via the Districts financial computer system and a purchase order. (see #2 above)

A gift may be refused for any of the following reasons:

1. The offer of a gift which would initiate a service that the School District would not be able to continue due to excessive expense or operation/maintenance requirements or preference.
2. The offer of a gift which would create an unreasonable inequality in the service rendered to a specific segment of the student population.
3. The offer of a gift which would obligate any or all School District personnel to an individual, group, or enterprise.

## **REGULATION No. 702 – CONTINUED**

4. The offer of a gift which is to be used only by a specific employee of the School District.
5. The offer of a gift which has no educational, cultural, operational or aesthetic value.
6. The offer of a gift which is politically motivated or intends to further private financial gain for some individual, group, or business.
7. The offer of a gift which poses a safety risk or which obligates the district to hazardous material disposal.

### Report on Gifts

All gifts offered to the Carson City School District and/or its individual schools shall be approved by the appropriate department head (see below) prior to acceptance of the donation. The offer of an unusual or extremely valuable gift may be referred to the Board of Trustees for acceptance or rejection.

The Material Services Division of the Operations Department must be notified of any approved donated item so that it can be entered into the General Fixed Asset System.

### Department Directors

Associate Superintendent of Educational Services – curriculum materials

Principal – disposable/consumable items

Director of Information Technology – computers, cell phones, electronics

Director of Operation Services – equipment, furniture, other items of \$500 or greater value

Risk Manager – chemicals, paints, or other potentially hazardous materials

Transportation Supervisor – vehicles

Adopted: August 29, 1979

Amended: August 10, 1993

Revised: September 8, 2009

Reviewed: March 22, 2011

Revised: July 12, 2016