



## *Policy #5230*

*Page 1 of 2*

### *Non Instructional/Business Operations*

#### **SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL DISTRICT**

The Board of Education may accept gifts, grants and/or bequests of money, real or personal property, as well as other merchandise which, in their view, add to the overall welfare of the School District, provided that such acceptance is in accordance with existing laws and regulations. However, the Board of Education is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interests of the School District. Furthermore, the Board of Education will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety.

At the same time, the Board of Education will safeguard the School District, the staff and students from commercial exploitation, from special interest groups, and the like.

The Board of Education will attempt to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the School District's educational program. Any gift rejected by the Board of Education shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

The Board of Education will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the School District.

The Board of Education will not formally consider the acceptance of gifts or grants until and unless it receives the offer in writing from the donor/grantor. Any such gifts or grants donated to the Board of Education and accepted on behalf of the School District must be by official action and resolution passed by Board majority. The Board of Education would prefer the gift or grant to be a general offer rather than a specific one. Consequently, the Board of Education would suggest that the donor/grantor work first with the school administrators in determining the nature of the gift or grant prior to formal consideration for acceptance by them. However, the Board of Education, in its discretion, may direct the Superintendent of Schools to apply such gift or grant for the benefit of a specific school or school program.

The Board of Education is prohibited, in accordance with the New York State Constitution, from making gifts/charitable contributions with School District funds.

Gifts and/or grants of money to the School District shall be accounted for in one of the following funds depending on the nature and purpose of the gift and/or grant: general fund, special aid fund, school food service fund, capital projects fund, extra classroom activity fund, or scholarship fund if the School District holds the assets.

All gifts, grants and/or bequests shall become School District property. A letter of appreciation, signed by the President of the Board of Education and the Superintendent of Schools, may be sent to a donor/grantor in recognition of his/her contribution to the School District.



## ***Policy #5230***

*Page 2 of 2*

### *Non Instructional/Business Operations*

#### **SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL DISTRICT**

##### **Gift Giving**

The Board of Education recognizes that gift giving, especially during the holiday season, may be a common practice for many School District employees. While the giving or exchanging of gifts may be acceptable among staff members, the Board of Education strongly encourages School District employees and students to show appreciation through written notes or greeting cards.

Additionally, School District employees and business contacts will be informed that gifts exceeding seventy-five dollars (\$75) to School District employees will be returned or donated to charity.

New York State Constitution Article 8, Section 1  
Education Law Sections 1709(12), 1709(12-a) and 1718(2)  
General Municipal Law Section 805-a (1)

**Re-Adopted: March 6, 2024**