

Effective: August 18, 2020

I. Acceptance of Donations

A. Any individual or organization¹ wishing to make a donation to a school or to the Howard County Public School System (HCPSS) will provide the following information:

1. A description of the donation and full identification of the individual or organization making the donation.
2. The estimated market value of the non-monetary donation.
3. If a donation constitutes an improvement to real property, the donor must provide the information required by Policy 6060 Community Improvements to School.
4. Donors may request their donation remain anonymous to the public.

B. The school, department or program administration to which the donation is directed should complete the Acceptance of Donation form noting the below information:

Donor name and address
Amount of cash donation
Nature and fair market value of non-monetary donations
Nature of any purpose designated by the donor
Planned use of donation in the absence of a donor designation

C. The school principal or department head for school system donations must ensure the donation complies with the provisions of this policy. This includes documenting this approval on an Acceptance of Donation form, obtaining the required Central Office review and submitting it to the Office of School Management and Instructional Leadership (SMIL) for further approval if required.

¹When making donations, all non-school organizations, including PTAs/PTSAs, Booster organizations, and other outside entities must provide the information described in Section I.A. of these procedures.

- D. If donations have an estimated value of \$500 or more and/or constitute an improvement to real property, SMIL will submit donations recommended for acceptance to the Board. Donations with a value of less than \$500 do not require Board approval.
- E. All non-monetary donations must be submitted to SMIL for review, inspection and/or testing as follows:

<u>Item</u>	<u>Office</u>
Books/Media Equipment	Media and Educational Technology
Educational Supplies	Curriculum, Instruction and Administration
Computers/Technology Equip./ Software/Online Services	Technology Office
Other Equipment	Safety, Environment and Risk Management
Improvement to Real Property	School Facilities
Cash or Cash Paid for Services	Finance Office
Physical Education Equip.	Physical/Health Education and Dance

Only those items deemed acceptable by SMIL will be recommended for acceptance.

- F. Donations to schools must be approved by SMIL.
- G. If a donation constitutes an improvement to real property, the donor must provide the information required by Policy 6060 Community Improvements to School Sites or School Facilities.
- H. Any accepted donations of technology hardware and/or software will be delivered to the HCPSS Logistics Center to be inventoried and distributed as appropriate.
- I. The principal/department head is responsible for preparing a written letter of appreciation to the originators of all accepted donations. For gifts valued at \$250 and over, the letter of appreciation must both identify the gift and state its cash value.
- J. Though advertising is not allowed, recognition of donors and business partners who sponsor activities through the display of an individual or company name and/or display of company logo is permissible.

II. Donation Campaigns

- A. All employees planning a donation campaign will complete the Donation Campaign Approval form and submit it to the principal prior to the start of the campaign. The principal will ensure that the donation complies with the provisions of policy including the use of an approved fundraising organization, appropriateness of fundraising message, acceptability of materials requested, and

planned use of donated items or funds. Further approvals will be obtained based on the level of donations requested as required by this policy.

1. For campaigns that exceed the projected campaign targets, the excess funds will be applied to additional educational needs. These needs must be noted on the Donation Campaign Approval form.
 2. For campaigns that fail to meet projected campaign targets, the funds will be applied to alternative educational needs. These needs must be noted on the Donation Campaign Approval form.
- B. Third parties involved in donation campaigns must be reviewed and approved as fundraisers.
1. This review must be performed by the HCPSS Purchasing Office and should include but not be limited to a review of their terms and conditions, commission levels, performance history, campaign design including rewards to students and their compliance with HCPSS data privacy rules.
 2. Names of approved fundraisers must be provided to HCPSS employees.
- C. At the end of a donation campaign, an Acceptance of Donations form must be completed and approved in accordance with the provisions of the implementation procedures outlined under donations above.
- D. Any equipment purchased with or provided by donated funds must remain within the HCPSS school or facility that originally provided the funds. Employees will label or add other identifiers to donated/HCPSS owned items. Items that are consumable are to be used for the purpose intended and within the school or facility.

III. Reporting

- A. Financial information on school-based donations will be maintained through the school activity funds and will comply with the provisions of Policy 4030 School Activity Funds.
- B. Schools, programs and departments will report pursuant to the Finance Office procedures.
- C. Financial information on all system-wide and applicable school-based donations activities will be provided to the Board of Education annually.
- D. Information on donations is available to the public.

IV. Monitoring

Policy 4010 implementation procedures will be overseen by the Division of School Management and Instructional Leadership.

V. References

Acceptance of Donation form
Donation Campaign Approval form

VI. History²

ADOPTED: June 24, 1982
REVIEWED: July 1, 2012
MODIFIED: June 12, 2014
August 18, 2020
REVISED: August 24, 1989
November 26, 2002
January 27, 2005
June 11, 2020
EFFECTIVE: August 18, 2020

² Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a that policy based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.