

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: GIFTS, GRANTS, AND BEQUESTS

Only the Board of Education may accept any bequest or gift or money, property or goods on behalf of the school district, except the Superintendent of Schools may accept on behalf of the Board any such gift of less than \$1000 in value.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Superintendent of Schools shall become the property of the Board, may not be returned without the approval of the Board, and is subject to the same controls and regulation as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts. Assignment of these articles to any segment of the educational program or school building shall be at the discretion of the Superintendent of Schools.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

Gifts with a current value exceeding \$1,000 shall be formally accepted by the Board of Education.

Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the Superintendent of Schools, who shall investigate the conditions of such grants and make recommendations to the Board regarding the advisability of seeking them.

I. District Guidance for Fundraising by Parent Organizations

- A. While recognizing that parent organizations are independent of the school district, the Board of Education strongly encourages the leadership of such organizations to follow district guidelines and those of the national and state parent organizations in all their fundraising activities, as well as all applicable state laws and regulations.
- B. Fundraising by parent organizations should primarily be directed toward providing additional services for students, such as class trips, student awards and prizes, assemblies, and similar services
- C. Fundraising by parent organizations should ordinarily not be directed toward equipment, furniture, and other enhancement(s) of school and classroom infrastructure, as these are items that parent organizations should instead be advocating to the Board of Education to provide to all schools in an equitable manner through allocations in its annual budget.
 1. The Board recognizes there may be occasions where parental fundraising may be directed at items other than services as noted in B, above. If so, the parent organization leadership or its fundraising committee shall follow these procedures:
 - a. The fundraising purpose or goal shall be discussed in advance with the school principal.

- b. The principal shall then discuss it with the Superintendent of Schools. The district's goal here is to ensure equity across schools in the district
- c. If a piece of equipment or some other durable item is to be the goal of a parent fundraising organization, it must be understood that once purchased such an item is the property of the district and not the school where the parent organization raised the funds. This is consistent with the rest of Board Policy #3280 in the Board's acceptance of bequests, gifts or money, property or goods, as noted in the opening paragraph of this policy.
- d. In all other respects, parent fundraising for equipment or other permanent items shall be subject to the other parameters noted elsewhere in Board Policy #3280.

II. District Guidance for Fundraising By Teachers

- A. As district staff members subject to the authority of the Board of Education and the Superintendent of Schools, any teacher engaging in fundraising on behalf of any educational goal in the district shall follow these guidelines.
- B. Fundraising by district staff members should ordinarily not be directed toward equipment, furniture, and other enhancement(s) of school and classroom infrastructure, as these are items that the Board of Education provides to all schools in an equitable manner through allocations in its annual budget.
 - 1. The Board recognizes there may be occasions where fundraising by staff members may be directed at items other than services such as class trips, student awards and prizes, assemblies, and similar services. If so, any staff member wishing to raise funds for items other than services shall follow these procedures:
 - a. The fundraising purpose or goal shall be discussed in advance with the school principal.
 - b. The principal shall then discuss it with the Superintendent of Schools. The district's goal here is to ensure equity across schools and among classes in the district.
 - c. If a piece of equipment or some other durable item is to be the goal of a staff member's fundraising efforts, it must be understood that once purchased such an item is the property of the district and not the school where the staff member raised the funds. This is consistent with the rest of Board Policy #3280 in the Board's acceptance of bequests, gifts or money, property or goods, as noted in the opening paragraph of this policy.
 - d. In all other respects, staff member fundraising for equipment or other permanent items shall be subject to the other parameters noted elsewhere in Board Policy #3280.

Legal References:

<u>N.J.S.A.</u> 18A:6-33.1 through -33.12	Incentive Grants
<u>N.J.S.A.</u> 18A:18A-15.1	Payment for goods or services; funds received From bequest, legacy or gift
<u>N.J.S.A.</u> 18A:20-4	Acceptance and use of gifts
<u>N.J.S.A.</u> 18A:20-11 through -16	Property devised in trust
<u>N.J.S.A.</u> 18A:29A-1 through -7	Governor's Annual Teacher Recognition Act
<u>N.J.S.A.</u> 18A:71-27	Higher education; scholarship funds; establishment; administration
<u>N.J.A.C.</u> 6A:26-7.4	Approval of land acquisition

Possible

<u>Cross References:</u>	1230	School-connected organizations
	3220/3230	State funds; federal funds
	3453	School activity funds
	5126	Awards for achievement
	6163.1	Media center/library

Accepted: December 17, 1987

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