

Greater New Bedford Regional Vocational Technical School District Donation Procedures for Cash, Services, Equipment or Real Property

OVERVIEW

District policy authorizes the Superintendent-Director to accept donations of cash, services, equipment, or real property. However, only those donations for which there is a legitimate use in the school program will be accepted.

Procedures and policies are outlined below and must be followed when accepting donations.

No individual or District employee may solicit or accept gifts on behalf of the District without the approval of the Superintendent-Director. Failure to do so may result in liability of the employee.

POLICY KCD - PUBLIC GIFTS/DONATIONS TO THE SCHOOL

The Superintendent-Director will have authority to accept gifts and offers of equipment on behalf of the school district when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts will automatically become the property of the school district. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the District, as provided by law.

The School Committee directs the Superintendent-Director to assure that an appropriate expression of thanks is given all donors.

LEGAL REF.: M.G.L [71:37A](#)

PROCEDURES

Cash Donations - District

1. No cash donations should be accepted without the prior approval of the Superintendent-Director.
 - a. Fill out the form
 - b. Submit to the Superintendent-Director's office for review
 - c. Approval or Non-approval will be returned on the form
 - d. Administrator personnel may only conduct donation business. Faculty and staff should coordinate with their administrator directly.
2. When any cash donation is offered, the administrator must prepare the "Donation Form" and receive permission prior to receipt.
3. Upon approval, attach the check made payable to the Greater New Bedford Regional Vocational Technical School District and forward to the School Business Office.
4. The District Business Manager will provide the donor with an official acknowledgement of the donation.

5. The District Business Office will maintain detailed records documenting how and when the donated funds were spent. Such documentation may include vendor receipts or invoices, cancelled checks, or printed reports. Expenditures which may be “charged to” or “made from” the above accounts include a wide variety of items including material, equipment, salaries, contracts, bus trips, repairs, and alterations of buildings.
6. For those donations that have a donor-specific intent, a control sheet should also be completed to document that the donation was spent in accordance with the donor’s intent.
7. All related forms and documents will be maintained and filed in accordance with District policies and procedures.

In-Kind Donations (Equipment, Computers, Materials, Real Property, Services)

1. Only the Superintendent-Director may accept donations in accordance with District policy.
2. Any staff or faculty who have potential donations must contact their administrator to begin the process prior to receiving any donations to the District or District programs. Failure to follow this procedure may result in liability for the staff or faculty.
3. Administrator personnel may only conduct donation business directly with potential donors. Faculty and staff should coordinate with their administrator directly concerning any potential donations.
4. The administrator must prepare the “Donation Form” prior to receipt of any donations and submit the form to the Superintendent’s Office.
5. The Superintendent on behalf of the District may accept in-kind donations in accordance with District policy which includes donations of equipment, materials, real property, and/or services that are consistent with the mission of the District.
6. Donations will not be accepted if the cost for maintenance and operation of the asset would be excessive.
7. To ensure the safety of students and staff, it is the responsibility of the administrator to have the following offices review donated items for compliance as listed below prior to submission to the Superintendent-Director for approval. Failure to follow this review process may result in liability for the administrator.
 - a. Facilities:
 - i. Review donations of new and used equipment or modifications of facilities to ensure that equipment is UL approved and safe to operate, and to verify insurance and contractors’ licenses.
 - ii. Environmental Health and Safety – Review donations of chemical products and playground equipment.
 - iii. Review donations of new or used motor vehicles to ensure that vehicles are properly inspected for safety, that ownership (i.e. pink slip) is transferred to the District, that proper license plates are obtained, and that funding lines are provided for preventive maintenance.
 - iv. Review for excess liability or cost to the district for use, maintenance, etc.
 - v. Review safety logs and documentation as appropriate
 - b. IT

- i. Review for compliance with internal procedures and controls
 - ii. Review for excess liability or cost to the district for use, maintenance, etc.
 - c. Principal (Academic or CVTE)
 - i. Review for alignment with District policies and mission
- 8. For internal control purposes, further review and approval of donations valued at \$5,000 or more will also be reviewed by the Business Office prior to submission for approval to the Superintendent-Director
- 9. For donations of equipment, computers, real property, and other assets valued at \$5,000 or more, the administrator must submit all documents related to the donation to the Business Office
- 10. For donations of computers and computer software, it is the responsibility of the administrator to complete all information necessary to comply with District IT procedures and policies.
- 11. The District Business Office will provide the donor with an acknowledgement as appropriate after Superintendent approval
- 12. All Donations will be recorded and documented in compliance with District policies and applicable federal, state and local policies.
- 13. If the donor does not provide delivery, it is the responsibility of the administrator to arrange for pickup, including the funding of any related costs.
- 14. A copy of all documents related to the donation must be kept on file with the Business Office.

REFUNDS OR RETURNS

Donation Refunds or Returns

- 1. Donations will not be refunded or returned unless in accordance with federal, state or local policies. All donations become the property of and for the use of the District.

ASSISTANCE

Assistance with Donations

- 1. For assistance with donations procedures, please contact the District Business Office or Superintendent's Office.

Greater New Bedford Regional Vocational Technical School District

Donation Form

*This form is to be submitted to the Superintendent-Director for any gift cash or in-kind donations with a value of \$500 or greater **prior** to receipt of the gift by the District.
Gifts should only be accepted in accordance with District policy.*

Date

Description of the Gift										
Donor Name, Address, and Telephone										
Has this donor provided a gift to the District previously?	Yes		No		Describe					
Value of the Gift										
Designated Use of the Gift										
Will this donation create an inequity in activities and/or facilities? (please check)	Yes		No		Comments					
Was the Donor made aware of Title IX Rules and Regulations (please check)	Yes		No		Comments					
Please Confirm Consultations with Applicable District Departments (please check)	Principal				Business Office					
	IT				Facilities					
Are there any special conditions associated with the Gift?	If Yes, Describe									
Signature of Donor						Date				
Signature of GNB Voc-Tech Requestor						Date				
Review and Approval Status	Yes		No			Date				
Approval of Superintendent-Director						Date				
Signature of District Business Manager						Date				
School Committee Notification Date Initials		Received by District Date Initials		Entered Into Inventory as Appropriate Date Initials		Donor Acknowledgement Date Initials				