

## **GIFTS, DONATIONS, CONTRIBUTIONS, AND GRANTS, SOLICITATION AND ACCEPTANCE OF**

Any district employee or organization representing the school district who solicits gifts, donations or contributions , applies for grants, or organizes service projects must have prior approval.

1. Definitions for purposes of this policy are:
  - a. Gift - money or goods given with no restrictions on use.
  - b. Donation - money or goods given whose specific use is decided by the recipient within the general purposes for which the donation was made. The term “donation” generally implies the recipient is a charitable organization or tax exempt entity.
  - c. Contribution - money or goods given to a common fund or collection for a stated purpose.
  - d. Grant - money or goods given for a specific purpose. Grants often require subsequent accountability for expenditures and program results.
  - e. Fundraiser - solicitation of gifts, donations or contributions through an organized campaign or event. Fundraisers may include sales with some to type of benefit inuring to the donor or may be solely a solicitation for donations.
  - f. Service Project –work performed or money or goods acquired through donation, grant or fundraiser for the purpose of benefitting another entity or organization.
  - g. Crowdfunding – funding a project or venture by raising many small amounts of money from a large number of people, typically via the internet. Crowdfunding is a vehicle to solicit gifts, donations and contributions.
  
2. Approval Process. A written application should be submitted to the superintendent or his designee through the building principal or director of various departments. The superintendent or his designee may approve or deny the application, or place it on the agenda for board consideration. After written approval, the solicitation process may continue in accordance with financial procedures established by board policy and regulations.
  
3. Factors to be considered for approval will include, but will not be limited to:
  - a. Appropriateness of request
  - b. Donor expectations
  - c. Additional costs to district
  - d. Installation or maintenance cost
  - e. Consistency with goals and philosophy of the district
  - f. Methods of solicitation and collection
  
4. Any goods, materials or property acquired by employees of Edmond Public Schools that are obtained using district resources or time, obtained for a stated use within the context of their employment with the district, or obtained on behalf of the district shall

become and remain the property of Edmond Public Schools. Employees are prohibited from soliciting or accepting cash or items for their personal benefit except as permitted by policy 6200 Gifts and Gratuities from Vendors, Acceptance Of.

5. Any gifts, donations, contributions, or grants awarded shall be deposited or placed directly with the district and not into any personal account. Awarded funds cannot be expended until received and a budget has been established. Recipients shall adhere to all fiscal policies and procedures as well as any programmatic requirements imposed by the funding source.
6. The district will have internal control systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations as directed by the State Department of Education. The superintendent or designee shall evaluate and monitor compliance with statute, regulations and the terms and conditions of federal awards and take prompt action if noncompliance is identified. All school personnel shall take reasonable measures to safeguard personally identifiable information that is protected by state or federal law. Methods and procedures will be in place to minimize the time elapsed between the transfer of funds from the State and the disbursement of these funds by the district.
7. The district will maintain financial records (in digital format whenever practicable) of all expenditures made from grant funds, and such records will be available for inspection and will be deemed to be public records. Grant records shall be retained for five years after conclusion of the grant.
8. Organizations that are to be the recipient of a service project as defined above must be a tax exempt charity with current IRS 501(c)(3) status. No fundraising or solicitation may be conducted by a school or any segment of the school district for the benefit of any individual, including but not limited to district employees, students, parents, or relatives.
9. Any district employee or organization representing the school district who solicits gifts, donations or contributions or applies for grants is required to follow the procedures outlined above except in the following circumstances, when established procedures will be followed:
  - a. Edmond Public Schools Foundation Grants and,
  - b. Contributions from parent organizations that have been sanctioned by the Edmond Public Schools Board of Education