

**Business and Non-Instructional Operations****Income****Gifts, Grants, and Bequests**

The Watertown Unified School District may accept and use any bequest, gift of money or property for a purpose deemed by the Board to be consistent with District goals and objectives. To be acceptable, a gift must:

1. Be offered by an appropriate donor.
2. Not require additional staff needs.
3. Not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted.
4. Not bring undesirable or hidden costs to the District.
5. Place no unreasonable conditions on a school program.
6. Be consistent with public law.

Initial discussion of the gift proposal or project may take place with the appropriate school employee most likely to be affected (i.e. athletic director, band director, librarians, department head, or building principal, etc.). The building administrator may accept gifts, grants, or bequests, and develop the specific details of the transactions for donations less than \$2,000. Board approval is not necessary provided the above criteria has been met. The donor will complete a "Public Gifts to Schools Form" at the time the donation is received by the District. A letter of appreciation/acknowledgment may be sent to the donor by the Director of Business Services upon acceptance and receipt of the form. The donation shall be announced publicly at the next Board meeting upon the donor's request.

The Superintendent or designee, shall make a recommendation to the Board requesting its approval and acceptance for gifts of \$2,000 or more. The Board reserves the right to withhold endorsement of any business or product. The specific details of the transaction will be developed for donations in excess of \$2,000. A letter of appreciation from the Board, for gifts, grants, and bequests which exceed \$2,000, will be sent to the donor upon acceptance or rejection of the offer. The donor reserves the right to remain anonymous.

The District may apply for and accept grants of money or contributions of property for a purpose deemed by the Board to be consistent with District goals and objectives. Grant applications shall be approved in advance by the Superintendent or designee who shall then make a recommendation to the Board requesting its approval. To be acceptable, a grant program must comply with the following conditions:

1. Be offered by an appropriate donor;
2. Not require additional staff needs not funded entirely by grant funds;
3. Not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted;
4. Not bring undesirable or hidden costs to the District;
5. Place no unreasonable conditions on a school program;
6. If the grant requires the purchase, lease or use of equipment or services provided by the donor or one or more vendors or suppliers specified by the donor, the Board shall determine that:

- a. The equipment or services are compatible with existing equipment, services and technology used by the District and will be compatible with equipment, services or technology used by the District in the future;
  - b. The procurement or acquisition of such equipment or services without bids or proposals from other vendors or suppliers is appropriate, considering the educational goals and objectives of the grant or program and the financial obligations of the District, if any, arising from the District's acceptance of the grant; and
  - c. Title to any property to be purchased or leased shall pass to the District, unless it is determined that the removal of the equipment at the end of the grant will not adversely affect the District or its operations or facilities.
  - d. Not require the explicit endorsement of any business or product by the District or its staff or students; it is acceptable, however, for the donor to publicize the grant and to make use of advertising or other information created or obtained by the donor so long as the following conditions are met:
    1. Advertising or other information is not created or obtained with the expenditure of District funds or the use of District staff or student time;
    2. The advertising or publicity program is approved in advance by the Board;
    3. The donor's activities do not interfere with the operation of schools, facilities or District programs; and
    4. Advertising or other publicity does not use the explicit endorsement of any product or service by any District staff person or student.
7. Be consistent with public law.

The District reserves the right to dispose of any donation or gift which is considered not to be in the best interest of the District or is no longer needed by the District.

**Legal Reference:**                    **Section 118.27, Wisconsin Statutes**

**Policy Approved:**                **March 17, 1997**

**Policy Revised:**                  **April 25, 2016**  
    **March 19, 2018**