

3280 GIFTS, GRANTS AND BEQUESTS

Only the Franklin Lakes Board of Education may accept for the school district any bequest or gift of money, property or goods, ~~except that the Superintendent of Schools may accept on behalf of the board any such gift of less than \$500.00 in value~~ by resolution of the board.

The board reserves the right to refuse to accept any gift that does not contribute to the achievement of district goals or could 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 regulations as are other properties of the board. The board shall be responsible for the maintenance of any gift it accepts.

The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use 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.

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. Special attention shall be given to those grants which will enhance students' efforts to achieve the Student Learning Standards. All grant funds received by the district shall be managed by the business administrator according to board policies and regulations for accountable business practices.

Educational Foundation

An educational foundation shall be created for the purpose of soliciting and raising monetary gifts and donations for the school district. This foundation shall be governed by a board of directors that shall recommend expenditures of funds in educational areas not ordinarily covered by the school budget and in accordance with criteria in its bylaws. Members of the board of education and/or the administration shall serve on the board of directors of the educational foundation. Policies and regulations on gifts to the district shall apply to funds raised by the foundation.

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Key Words

Gifts, Grants, Bequests

Legal References:

[N.J.S.A. 18A:6-33.1 through -33.12](#) Incentive Grants

[N.J.S.A. 18A:18A-15.1](#) Payment for goods or services; funds received from a bequest, legacy or gift

[N.J.S.A. 18A:20-4](#) Acceptance and use of gifts

[N.J.S.A. 18A:20-11 through -16](#) Property devised in trust

[N.J.S.A. 18A:29A-1 through -7](#) Governor's Annual Teacher Recognition Act

[N.J.S.A. 18A:71A-1](#) et seq. Authority Structure and General Provisions
[N.J.S.A. 18A:71B-1](#) et seq. State Scholarship and Financial Aid for Higher Education Student

[N.J.S.A. 18A:71C-1](#) et seq. Federal and State Loans for Higher Education

[N.J.A.C. 6A:26-7.4](#) Approval for the disposal of land

Possible Cross References:

*1230 School-connected organizations

3200 Income

*3220/3230 State funds; federal funds

*3453 School activity funds

*5126 Awards for achievement

*6163.1 Media center/library

*Indicates policy is included in the Critical Policy Reference Manual.

Franklin Lakes School District

Gift Proposals

A. A gift proposal may be made to a principal or an administrator. When a gift is proposed to any staff member, the donor shall be referred to the principal or the administrator;

B. The principal or administrator shall refer all proposed gifts to the superintendent for approval. The principal or administrator shall provide the following information in writing to the superintendent:

1. The name and address of the donor;
2. A description of the proposed gift;
3. The class, school, and/or program to which the donation is going to be made;
4. The proposed use of the gift and its relation to the curriculum and education program;
5. The proposed location of the gift;
6. The cost to the district, if any, for moving, installation, and maintaining the gift; and
7. The donor's intention, if any, that the gift be a memorial.

C. A donor who proposes a gift of funds up to \$1,000 in amount will be invited by the superintendent or his or her designee to discuss the dedication of the funds to a purchase that will enrich the school program.

D. Principals and administrators are encouraged to keep a list of appropriate gifts as an aid to individuals and organizations seeking gift opportunities.

Accepting Gifts

A. The superintendent may accept gifts of funds up to \$1,000 in amount and gifts of property valued no more than \$1,000. All gifts accepted by the superintendent will be reported to the board;

B. All gifts exceeding a value of \$1,000 shall be accepted only by resolution of the board;

C. Any staff members who are required to use the resources of the gift will be consulted regarding the suitability of the gift to the educational program;

D. Proposed gifts of property shall be evaluated by the superintendent for potential costs that may be associated with the acceptance of the property such as liability for installation, maintenance, and/or repair of the property. The superintendent shall:

1. Only accept gifts that do not incur unreasonable costs to the board; or
 2. Quantify such costs in writing when referring a gift for board approval;
- E. The business administrator will be consulted regarding the acceptance of gifts of property to ensure that the gift meets board standards for the health and safety of the educational environment;
- F. Gifts of money, whether or not the money is dedicated for a specific purpose, will be accepted into the general account of the district. Any purchases made with the gift shall be subject to applicable state law and policy on advertising for bids as applicable;
- G. The donor of any accepted gift of property or cash will be notified in writing of the acceptance of the gift, the value of the gift in dollar amount, and the value of the gift to the educational program of the district;
- H. A gift approved as a memorial will be fittingly recognized by means (such as a plaque or ceremony) approved by the donor and the board;
- I. Capital property accepted as a gift shall be insured for its replacement value.