

JOHNSTON PUBLIC SCHOOLS

Policy for Donated Goods, Financial Donations and/or Services

Resolution 07-05-03 School Committee Approval May 8, 2007

PURPOSE

The Johnston Public Schools recognizes the value of donated goods, financial donation and/or services that may be offered on a sporadic basis to provide additional opportunities for the students outside the budget and therefore establishes an acceptance process for the voluntary donation.

COMPONENTS

This policy consists of three (3) components that may be accessed through solicitation, grants, sponsorships, advertising, monetary gifts, monetary donations, in-kind gifts, and/or school-based fund raising.

Goods (equipments, materials, etc...), provided by public, private and/or government sources without charge to the Johnston Public Schools,

Financial donations (monetary gifts, grants, sponsorships, advertising, etc...) by public or private sources, and

Volunteer services consisting of personnel assistance without charge to the Johnston Public Schools.

EXCLUSION

Financial donations referenced in this Policy specifically exclude government and non-government funded Grants.

Fund raising, financial donations, goods and/or services as may be related to school PTO (parent teacher organization) and/or class projects may qualify as an exemption by the Superintendent or designee.

ACCEPTANCE

All donated goods, financial donations and/or services must be related to an educational and/or service function of the Johnston Public Schools and must be approved by the Superintendent or designee.

Audio-visual equipment, library materials, books, instructional equipment electronic equipment and/or computer equipment must meet the standards comparable to those already established for such items purchased by the Johnston Public Schools.

Acceptance of goods, financial donations and/or services shall be made without any reciprocating commitment by any employee on behalf of the Johnston Public Schools.

Acceptance of a good, financial donation and/or volunteer service shall be in accordance with applicable School Department regulations, policies and/or recommendations by legal counsel and/or representative insurance companies.

A good and/or volunteer service must conform in accordance with all Johnston Public Schools specifications.

The Superintendent or designee may request evidence of ownership of any good prior to acceptance.

Goods, financial donations and/or volunteer services shall only be accepted from persons over the age of eighteen (18) years old.

All goods, financial donations and/or volunteer service donated to a particular school or department shall be accepted solely for benefit of students and not for any salary, benefit, and/or stipend.

USE

All donated goods shall be considered property of the Johnston Public Schools and may be transferred or used wherever the Superintendent or designee finds to be in the best interest of the Johnston Public Schools.

DECLINE

The Superintendent or designee may decline an offer for goods, financial donation and/or volunteer services if it is deemed not to be in the best interest of the Johnston Public Schools.

Such decline may include, but not limited to;

An offer that would initiate an additional expense for service.

Example: Electrical cost, insurance, risk management, clean-up, and/or storage,

An offer that would create unreasonable inequity in the service rendered to a specific segment of the student population, and/or

An offer of an endowment fund that includes any requirement in perpetuity for delivery of goods or services to the donor or donor's designee.

RECOGNITION

The Superintendent or designee, unless requested to remain privacy and anonymous may recognize the donor(s) at the school level or publicly during a School Committee meeting.

ACKNOWLEDGEMENT

The Superintendent or designee will provide a letter as Record of Receipt for any goods and/or service donated, a copy of which shall be forwarded to the Accounting Department for proper recording in the records of the Johnston Public Schools.

MARKET VALUE DETERMINATION

The Superintendent or designee is prohibited from performing an appraisal and will not place any value for good and/or services.

The donor shall be responsible for obtaining their own appraisals for tax purposes of real property or tangible or intangible personal property along with any fees or other expenses as may be related to such appraisal.

The Johnston Public Schools retains the right to obtain its own qualified appraisal for any real property or tangible or intangible personal property being offered as a gift, at its own expense.

If requested, the donor will provide the Johnston Public Schools with an estimated market value for each item.

