

## APPENDIX E

(SAMPLE: an excerpt from the policy used by  
the Mount Pleasant Public Schools)

### *Policy*

#### Scholarships

The Board is appreciative of the generosity of organizations and individuals who offer scholarships to deserving students in the District, but in accepting the offer of such scholarships the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship winner without the permission of the student who is eighteen (18), or the parents of a student who is under the age of eighteen (18).
2. The type of scholarship, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent and/or principal.
3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipients.

#### Gifts, Grants, and Bequests

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which it considers appropriate and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

#### Income – Gifts To Schools

Section 1132 (1) of the School Code grants the School District authority to acquire and take real and personal property for educational purposes within or without its corporate limits by purchase, gift, grant, devise or bequest and may sell and convey the property as the interest of the District requires. This authority grants the District the power to accept or reject gifts in accordance with its policy and administrative guidelines as follows:

- A. Gifts which may serve to enhance and extend the work of the schools may be accepted by an administrator, as an agent of the Board, on behalf of the district, in accordance with the established acceptability standards listed herein.

- B. Individuals or organizations desiring to contribute supplies or equipment will counsel with school administrators or the Board regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.
- C. An administrator may request Board approval prior to acceptance of any gift on behalf of the District and shall request such approval where there is any question as to the acceptability of such gift.
- D. A gift in the form of a trust or bequeath should be reviewed by legal counsel to determine whether there are restrictions on the use of the principal, whether such restrictions are unreasonably burdensome upon a District, and if the Board's ability to use the fund in the future for various purposes would be restricted.
- E. It shall be the general policy of the District to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.
- F. An effort should be made by school officials to encourage interested donors to equalize gifts among various schools so that one building will not be deprived nor another building be overwhelmed by the amounts of gifts which are donated.
- G. Equipment contributed to the schools becomes the property of the District and is subject to the same controls and regulations that govern the use of other school-owned property.
- H. Equipment contributed to a building by a parent organization will not be transferred from the building while the building is in active use as a normal school building without the consent of the parent organization.
- I. The fact that a parent organization or other organization has given a certain gift to one school does not preclude a purchase of such equipment, supplies, or services for other schools by the Board.
- J. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent at least annually.

To be acceptable, a gift, bequest, or any other type of gratuity must be consistent with the educational objectives and goals of the School District and in addition, this gift must satisfy the following criteria:

- A. will not add to staff load unless the District is willing to make provisions for the increase in labor would not bring undesirable or hidden costs to the School District

- B. would not bring undesirable or hidden costs to the School District
- C. place no restrictions on the school program
- D. will not be inappropriate or harmful to the best education of the students
- E. will not imply endorsement of any business or product
- F. will not be in conflict with any provision of the school code or public law

Donations shall become the property of the School District and be subjected to the same control and regulations that govern the use of other School properties.