

Ames Community School District
Ames, Iowa

GIFTS, LOANS, BEQUESTS TO THE DISTRICT
(Gifts, loans, and/or bequests will be accepted in accordance with
Board Policy KH, Gifts and Loans to the District.)

Date: _____

From: _____
(name of person or organization)

Description of Gift, Loan, Bequest: _____

Acknowledgement To Be Sent To:

(name of contact person)

(address)

(city, state, ZIP)

(phone)

I recommend acceptance of this gift, loan or bequest.

(administrator's signature)

For Superintendent's Office Use Only

Board Acceptance: _____ Acknowledged: _____
(date) (date)

(POLICY)

The Board of Directors of the Ames Community School District may accept on behalf of and for the District any bequest or gift of money or property or loan of property for a purpose deemed by the Board to be suitable, and to utilize such money or property for the designated purpose.

The Superintendent, acting as the Board's agent in such transactions, will apply the criteria to be met in the acceptance of loans or gifts, and will establish the procedure for examining and evaluating offers of gifts to the District and work for a balance of school/program resources.

To be acceptable, a gift shall be judged using the following criteria and conditions:

Criteria

1. The use is consistent with the philosophy, goals, and policies of the District.
2. The source of the gift is acceptable to the District.
3. The gift can be utilized with present level of staffing.
4. It will not bring undesirable or hidden costs to the District.
5. It will not place restrictions on the school program.
6. It will be appropriate and beneficial to the best education of students.
7. It will conform to provisions of municipal, state, and federal law.

Conditions

1. The gift may be used to begin, expand, or maintain a program, but acceptance of the gift will not imply expansion or maintenance of a program when the gift or grant of funds are exhausted.
2. Acceptance will not imply endorsement of any business or product.
3. All gifts, grants, and bequests shall become District property.
4. It is not being given as payment of any fees assessed to the donor by the District.

Conditions related to the loan of property to the District shall be made explicit and in writing prior to acceptance of the loan by the District.

The District shall acknowledge all gifts and, if requested by the donor, include an accounting of how monetary gifts were spent.

Legal Reference: Sections 279.42 and 565.5 of the Code of Iowa

ADOPTED: July 1982; Revised June 1991, June 1999; March 2004, April 2009

REVIEWED: June 3, 1991; June 7, 1999; March 8, 2004; April 20, 2009

(Administrative Rules)

The District administrator in charge of the school/program to which the gift is to be given shall send a completed Gift, Loans, and Bequests form to the Superintendent's Office so that official action may be taken.

The Superintendent may call an ad hoc committee of interested administrators and/or staff members together to evaluate the extent to which any gift meets the criteria established by the Board of Directors. The Superintendent may, in unusual circumstances, confer with the Board of Directors for direction.

A letter of appreciation from the Superintendent shall be sent to the donor of any gift that is accepted by the Board. If any gift cannot be accepted, a letter from the Superintendent explaining the reason(s) for nonacceptance shall be sent to the donor.

July 1982, June 1991, April 2009