

**Fairfield Public Schools
Board of Education
Policy Guide**

Business & Non-Instructional Operations

GIFTS, GRANTS, AND BEQUESTS

3280 (a)

The Fairfield Public Schools benefit from the generosity of organizations and individuals who have made gifts, grants, and bequests to the school district, collectively referred to as (“Gifts”)¹. The following policy is aimed at identifying rules governing the acceptance of Gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve Gifts to a school that are valued at \$5,000 or under for the elementary schools and \$10,000 or under for the middle and high schools. Bi-annually, school principals will report school donor initiatives to the Superintendent at a district leadership meeting.

The Superintendent may accept Gifts valued over \$5,000 for elementary schools and \$10,000 for secondary schools and all Gifts considered for the school district. Gifts presented to the elementary schools valued greater than \$5,000 and \$10,000 for secondary or the school district must be accompanied by form 3280AR from the donor identifying the subject and purpose of the Gift and any guidance for official action and recognition by the District. The Superintendent, and/or building principal (as applicable), shall acknowledge and express appreciation for all Gifts, within two weeks of receipt.

To be accepted, a Gift must satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district;
- Not be inconsistent with the school program;
- Comply with any applicable district policies and state/federal laws;
- In consultation with the appropriate department, meet any applicable maintenance, technology, security, and/or curriculum expectations.

The Superintendent shall inform the Board of Education of any Gift valued at more than \$10,000 that has been accepted by the district.

¹Gifts can be monetary contributions as well as physical objects - through fundraising initiatives or otherwise. Gifts may be received from several benefactors including school-based organizations, students and their families, community members, outside individuals, organizations, booster clubs, foundations, governmental agencies, employees, agencies, or any number of other sources. A bequest is a financial term describing the act of giving assets such as stocks and cash, to individuals or organizations through the provisions of a will or an estate plan. A grant is defined as a sum of money given for a specific purpose, usually by a governmental agency or community group.

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All accepted Gifts shall become school district property. The appropriate administrator will notify the donor of the intended use of the gift. In the case where consultation is needed, the applicable party will do so in a timely manner. In the event the Gift does not meet the criteria set forward, the donor will be notified.

A donor may appeal a decision rendered by the Principal to the Superintendent. There is also an opportunity to appeal a decision rendered by the Superintendent with the Board. The donor has up to thirty days to file an appeal and can expect to and receive a response within seven days from the Superintendent, and from the Board within at least thirty days during the school year, or at the next board meeting after request is submitted, if the schedule doesn't permit a decision within thirty days and by the Superintendent to the Board. The appeal decision will be rendered within thirty days during the school year.

Adopted: 8/27/2004

Revised and Adopted: 10/10/2023