

REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy DCA
Responsible Office: OFFICE OF FINANCE

GIFTS, BEQUESTS, AND DONATIONS

A. PURPOSE

To establish policy to guide acceptance of all gifts, bequests, and donations granted, conveyed, devised, or bequeathed for use by a particular school or the school system.

B. BACKGROUND

Sound accounting and financial reporting principles and solicitation standards will be used for the receipt and expenditures of these funds. The school system will comply with all applicable federal, state, and local statutes.

C. POLICY IMPLEMENTATION

1. Gifts, bequests, and donations less than \$9,999, except improvements to real property, must be approved by the school principal and/or assistant superintendent prior to acceptance. If valued between \$10,000 and \$24,999, they must be approved by the Superintendent or his designee. The school principal and/or assistant superintendent is responsible for ensuring that donations are reviewed, inspected and tested by appropriate staff prior to acceptance. The school principal and/or assistant superintendent is responsible for ensuring that any gifts, bequests, or donations are consistent with AACPS goals, objectives, and Board policy.
2. Gifts, bequests, and donations to Anne Arundel County Public Schools (AACPS) that have an estimated value of \$25,000 or greater, or constitute an improvement to real property, will be presented to the Board of Education for acceptance by formal action.
3. Monetary bequests that are received by AACPS from estates (escheat funds) in accordance with state law are not subject to the acceptance requirement of this regulation. Escheat funds will be retained by AACPS until the statute of limitation on heirs claiming funds, plus one year, has expired. After this period, all escheat funds will be forwarded to the Scholarship for Scholars fund to be used to provide student scholarships.
4. Any donation constituting an improvement to real property must comply with applicable Board policies and regulations.

5. All donations become the property of AACPS upon acceptance.
6. Donations will be accounted for in the financial records of the Central Office or school activity funds, as deemed appropriate by the Supervisor of Finance. The Development Office will develop guidelines for acceptance of donations, including, but not limited to, coordination of solicitation efforts, annual reporting of donations, donor thank you letters, and recognition of donors.
7. Criteria for Acceptance:

To be acceptable, a donation must:

- a. Be offered by a donor(s) whose philosophy and goals are consistent with the philosophy and goals of AACPS.
- b. Have a purpose consistent with the philosophy and goals of AACPS.
- c. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff time, budget, materials, etc.) to AACPS.
- d. Place no unacceptable restrictions on educational or extra curricular programs or AACPS.
- e. Not endorse, either explicitly or implicitly, any business or product.
- f. Not begin or continue a program, which the Board is unwilling to consider funding when the donation funds are exhausted.
- g. Meet any applicable federal, state, and local laws as well as AACPS regulations/guidelines associated with its construction or use.
- h. Meet current safety standards.

Regulation History: *Developed by the Superintendent: 10/3/07*
Reviewed by the Board: 2/6/08
Date Issued: 2/6/08

Note previous regulation history: *None*