

## Salmon School District No. 291

### COMMUNITY RELATIONS

4510R

Public Gifts to the Schools:

#### Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the Board of Trustees.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the district. If items are not new, the condition of the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the building principal prior to filing a request with the District office.
3. After discussion with the building principal, the organization will submit a written request to the Superintendent specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item.
4. Superintendent will place the written request on the next regularly scheduled Board meeting agenda for consideration by the Board of Trustees.

#### Policy History:

Adopted on: 032907

Revised on: 031918

Prior Board Policy KHE/DFP/DFK