

Policy 840 – Rule
Procedures for Considering Gifts to the Schools

(A) 11-13-95

(R) 12-14-15

The Board of Education will consider gifts from non-school groups and individuals through application of the following guidelines:

1. Any gift from an outside group to a Lodi school shall become the property of the school.
2. In relation to a proposed gift to a school, the building principal shall take into consideration the following before submitting his/her recommendation to the district administrator regarding acceptance:
 - a. Any gift which affects the building and/or grounds must be cleared with the Business Manager and Director of Building and Grounds.
 - b. Gifts in the category of audio/visual equipment must be cleared with the Computer Specialist and Library Media Specialists to ensure compatibility with existing equipment.
 - c. Instructional gifts must be cleared with the Director of Instruction/District Administrator.
 - d. Gifts to the athletic department must be cleared with the athletic director to ensure conformity with district, conference and Wisconsin Interscholastic Athletic Association (WIAA) policies.
 - e. Gifts of equipment, such as copy machines or computers, should be cleared with the Business Manager to ensure standardization and/or compatibility with existing equipment.
 - f. The Board of Education will review and make final decision regarding any gift which includes attendant installation or maintenance costs.

When in doubt, the principal shall contact the District Administrator and/or the Business Manager.

3. The Board will reserve the right to reject a gift if it:
 - a. Is not consistent with the district's educational philosophy or state law.
 - b. Does not support the curriculum.
 - c. Involves major costs for installation or maintenance
 - d. Commits the district to an extensive financial outlay for replacement and/or repair.
4. The District Administrator shall inform the Board of all gifts.
5. Loaned equipment shall not be inventoried, insured or maintained by the school district.