

PURPOSE: This form is to used by schools and programs when booster groups, parent teacher organizations and/or other groups, organizations and individuals (Donors) wish to donate money to the Washoe County School District (District) that is either (1) anticipated to exceed \$10,000 over the course of a school year and/or (2) is being donated as restricted funds with conditions on how the donated funds be utilized (personnel, technology, site or ground modifications).

Steps for Completion of the Monetary Gift/Donation Approval Process:

Please keep a copy of this first page for your information as you work through this process. The following steps must be completed to have a monetary gift/donation reviewed and approved:

1. Please plan ahead: There are many steps in the approval process depending upon what the monetary gift/donation will be utilized for (personnel, technology, etc.) and depending on the amount being donated (over \$100,000 must go to the Board of Trustees for approval).
2. The school or District program administrator will review the entire monetary gift/donation approval process form, including Donor's Acknowledgement Letter before completing pages 2-3 of this form.
3. The school or District program administrator will have the Donor review pages 2-3 of this form to ensure their desired use of funds is outlined and consistent to the extent possible with their intended purpose, and have the Donor fill out and sign the Acknowledgment Letter for Monetary Gifts/Donations to the Washoe County School District (pages 4-5).
4. Once this form is completed, the school or District program administrator will sign the signature page and obtain signatures from their Associate Chief or Chief, and other department signatures as needed based on how the funding will be used (HR for personnel, IT for technology, facilities for school site modifications).
5. After obtaining necessary signatures, the completed form must be submitted to the Grants Department, for final review and approval.
6. Washoe County School District assumes no fiscal responsibility for the continuation or sustainability of any project or personnel once the donated funds have been spent. In addition, all purchases made with monetary gifts/donations (equipment and other non-consumables) remain the property of the Washoe County School District at the original site location and must honor the Donor's intent to the extent reasonably practicable.

Monetary Gift/Donation Approval Form:

School/District Program: _____

School or District Program Administrator: _____

Phone: _____ Email: _____

Funding Source: _____

Total Amount Being Donated: _____

1. Will you be hiring personnel? Yes ___ No ___
If yes, what position(s)?

2. Will you be purchasing technology (i.e., computers, iPads or other hardware with this donation)? Yes ___ No ___
a. If yes, please specify what technology and the purpose of the technology.

b. Does your site have the infrastructure to support this technology? If not, do you have funding identified for the infrastructure?

c. Will professional development be included for staff to learn how to use the technology? Yes ___ No ___
i. Please state what type of PD. If no, please explain why.

d. Will you be purchasing software with these funds? If so, is it on the District's approved Digital list? Yes ___ No ___
<https://www.washoeschools.net/Page/12903>

e. How will ongoing licensing and support costs be addressed after the life of this donation? Do you have ongoing funding identified?

f. What type of support will be needed from the IT Department for the implementation and ongoing life of this project? Have you identified who will support this at your site?

3. Will school site or grounds modifications be made using this donation? Yes ___ No ___
a. If yes, what type of improvements will be made?

4. Are matching dollars required for this donation? Yes ___ No ___
a. If yes, is it in kind ___ or cash ___

5. Briefly explain your project in three to five sentences.

How will the donation funds be used? Itemize anticipated expenses by category below.

Line Item Categories – Please type specific items in detail you want to purchase with the donation	Proposed Expenses		
	Requested Funds	In-kind Contributions	Project Total
Personnel Salary <i>(not generally funded by donation)</i> Specific items in detail: _____ _____ _____			
Fringe Benefits <i>(for full-time, estimate 35% of total salary)</i>			
Materials <i>(i.e., supplies, computers, printers, interactive whiteboards, iPads, books, art/music supplies, etc.)</i> Specific items in detail: _____ _____ _____			
Equipment <i>(i.e., items for which unit cost is more than \$5,000)</i> Specific items in detail: _____ _____ _____			
Travel <i>(i.e., mileage, transportation, lodging, conference fees, etc.)</i> Specific items in detail: _____ _____ _____			
Contracted Services <i>(i.e., Costs that require a contract for services to be rendered, such as professional development or project evaluation)</i> Specific items in detail: _____ _____ _____			
Other _____			
Total			

**ACKNOWLEDGMENT LETTER FOR MONETARY GIFTS/DONATIONS
TO THE WASHOE COUNTY SCHOOL DISTRICT**

I. The Donor:

Name of Donor (group or individual): _____

Donor's undersigned representative, with authority to bind Donor: _____
(if you're an individual, put "self")

Donor's Mailing Address: _____

Donor's Preferred Contact Information: _____

II. The Donation:

Name of Recipient School(s)/Programs within the District: _____

Yes ___ No ___ Donor has reviewed pages 2-3 of this form to ensure their desired use of funds is outlined and consistent to the extent possible with their intended purpose.

The Donor wishes to make a monetary donation in the amount of \$ _____.
(If donation is over \$100,000, it must receive approval from the Board of Trustees).

III. Acknowledgement:

I, the undersigned, in making a gift or donation to the Washoe County School District acknowledges and agrees that:

- a. Donations must comply with District policies, regulations, procedures and manuals, and the Donor will not interfere with the District's collective bargaining agreements.
- b. Gifts and donations offered to and accepted by the District shall become the property of the District.
- c. This monetary donation is considered a "gift" which is defined as "anything voluntarily transferred by one individual to another without compensation including donations of funds or property, including in-kind service."
- d. Although Donor may request the donation pay for a specific item or service, the District cannot guarantee the donation will be used for that specific item or service. The District will, to the extent practicable, try to honor the intended purpose of such donation to support student academic, educational, and athletic opportunities, which may not strictly align with the intended or stated purpose of the donation.
- e. The Donor does not have authority to monitor, evaluate, and/or direct the duties of District school administrators or employees, nor can the Donor direct how money is to be spent for the school or program's benefit without the knowledge and approval of the school or District program administrator.

- f. The Donor shall work in full cooperation with the school or District program administrator and under his/her supervision in planning special programs and activities, or in conducting any activity that involves the raising of money.
- g. The District may accept gifts if the gift is appropriate, related to an educational or service function of the District, and is beneficial and consistent with the following:
 - 1. The District's mission, vision, goals and core beliefs;
 - 2. The District's instructional strategies and priorities; and
 - 3. Maintain equity in funding uses.
- h. The District reserves the right to refuse a gift for any reason, including but not limited to the following:
 - 1. The offer of a gift would initiate a service that the District would not be able to continue due to excessive expense or operation;
 - 2. The offer of a gift would create an unreasonable inequality in the service rendered to a specific segment of the student population;
 - 3. The offer of a gift would obligate any or all District employees to an individual, group or enterprise;
 - 4. The offer of a gift to be used only by a specific employee of the District;
 - 5. The offer of a gift which has no educational, cultural or aesthetic value; and
 - 6. The offer of a gift which is politically motivated or intends to further private financial gain for some individual, group, or business.
- i. The District shall not accept gifts and donations that:
 - 1. Violate management and/or bargaining unit rights and responsibilities;
 - 2. Carry any conditions that would divert a school or District efforts away from the District's primary mission;
 - 3. Promote bullying, harassment, or discrimination; the use of violence, drugs, tobacco, or alcohol; or the violation of any law or District Policy;
 - 4. Imply endorsement of any business or product or unduly commercialize or politicize the school environment;
 - 5. Involve the creation of a program or service of which the District would be unable to sustain when the monetary gift is exhausted; or
 - 6. Could directly or indirectly impair the authority to make decisions in the best interests of the District, its students, and employees or its ability or commitment to provide equitable educational opportunities.

IV. Acceptance: If you are agreeable to the aforementioned terms, please sign and return this Acknowledgement Letter to the School or District Program Administrator who will work through the Monetary Gift/Donation Approval Process.

Donor's Signature: _____ Date: _____

Print Name: _____

DISTRICT SIGNATURES REQUIRED FOR APPROVAL

School/Program Administrator: _____ Date: _____

Associate Chief/Chief: _____ Date: _____

* Human Resources: _____ Date: _____

**IT/Educational Technology: _____ Date: _____

***Facilities Management: _____ Date: _____

****Board of Trustees: _____ Date: _____

Other: _____ Date: _____

Director of Grants: _____ Date: _____

- *Signature required if question 1 is answered yes.
- **Signature required if question 2 is answered yes.
- ***Signature required if question 3 is answered yes.
- **** If the donation is over \$100,000, it must receive approval from the Board of Trustees.

ASSOCIATED DOCUMENTS

1. This Administrative Form reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 1314, Solicitation of Donations, Advertising and Commercial Activities;
 - b. Board Policy 3540, Gifts, Bequests, and Donations;
 - c. Administrative Regulation 3280, Acceptance of Gifts, Grants, or Bequests; and
 - d. Administrative Manual 3500, Student Activity Funds Procedures Manual.