

## MANAGEMENT SUPPORT

### Gifts or Donations

Equipment and material which are donated to a school or are brought to the school for temporary use will be reviewed in terms of suitability and durability and for any possible health or safety hazards. The school principal will be responsible for selecting other appropriate staff members to assist in the review process. If the equipment and/or materials are found to be unsuitable, the principal will indicate the reason(s) in writing. If found to be acceptable, the principal will submit a work order for appropriate installation. Donated playground equipment must be referred to the superintendent's office before acceptance is granted. All gifts will become district property and will be accepted without obligation relative to use and/or disposal.

Any gift presented to the district will satisfy the following criteria:

- A. The purpose or use will be consistent with philosophy and programs of the district and Policy 6114;
- B. The district will assume only minimal financial obligation for installation, maintenance and operation;
- C. The equipment and/or materials will be free from health and/or safety hazards; and
- D. Meet acceptable use standards (ex. MUSTIE standard for library book donations).
- E. The equipment will be free from a direct or implied commercial endorsement.
- F. A "Donation of Gifts" form will be filled out by the donor for any items donated to the school district. Forms will be submitted to the district office for processing.
- G. Materials valued over \$1,000 must be referred to the district office for preview by the superintendent. Materials valued less than \$1,000 will be referred to the building principal for preview and acceptance relative to the criteria listed above.
- H. Library materials- The Library Media Specialist will receive a written description and photographs of all items before items are brought to the Port Townsend School District libraries. Using this information and the Collection Development criteria in 2021P, the Library Media Specialist in collaboration with the building principal will determine if the items will enhance the collection and will communicate with donor regarding the status of the materials.

It is the administrative expectation that all gifts to the district/school are acknowledged.

**Date: 2/8/92; 1/25/99; 11/24/03; 4/23/12; 08/25/14; 2/15/18.**