

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

FINANCE
6162/page Page 1 of 3
Donations

6162 DONATIONS

The Board of Education recognizes and appreciates the financial support received from federal and State funding sources and from local taxpayers. The Board desires to expand revenue sources for the financial needs of the school district and encourages financial support to the school district from non-school sponsored organizations. This Policy refers to a non-school sponsored person and/or organization that offers to provide support to the school district through financial or material means including the Parent Teacher Organization, Chatham Education Foundation, and booster organizations.

The Board believes school-community relationships based on sound principles and community input can contribute to maintaining and improving high quality education programs and facilities. Activities that are consistent with the goals and objectives of the school district may be evaluated and recommended to the Board of Education for implementation within the district by the Superintendent. This Policy shall be administered to protect the school district's name, pupils, and/or staff against exploitation.

Donation Proposals

A potential donation must be submitted in writing to the Superintendent. An organization's sponsorship activity may include, but is not limited to, financial support to a school curricular or co-curricular activity or program, a school facility improvement, and/or a school assembly program. No pupil or staff member will be required to participate in surveys and/or focus groups as a condition of a corporate sponsorship. All donation notices will be submitted at least 60 days in advance of the donation to ensure time exists to notify the BOE.

In appreciation for such donation, the school district will appropriately acknowledge the organization's contribution to the school district. The acknowledgment may include a public address announcement at an activity, temporary signage at the activity or on school grounds, or through other reasonable means. Posting of signs identifying the sponsor shall not be considered the district's

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

FINANCE
6162/page Page 2 of 3
Donations

endorsement of the product or service of a company.

The Board reserves the right to terminate the sponsorship at any time. Therefore, all donations must include provisions for such termination, which may include the return of any funding, goods, and/or services provided to the district.

The donation proposal shall include the specific sponsorship activity, the proposed time period/duration of the activity, the requested acknowledgement, and the terms of termination in the event the Board decides to terminate such corporate sponsorship. The return of any benefits provided to the district as a result of the Board's termination will be limited to and in accordance with the provisions of the written corporate sponsorship proposal approved by the Board.

Board Approval of Donation Activities

All donations in excess of \$20,000.00 are required to be approved by the Board upon the recommendation of the Superintendent. Donations less than \$20,000.00 may be approved by the Superintendent. Donations less than \$4,000.00 may be approved by the building Principal.

In the event there are competing proposals for the same or similar sponsorship, the Board President will designate an Ad Hoc Board Committee to review the Superintendent's recommendation to the Board. All recommended by the Superintendent will be discussed at a public Board meeting with the proposal being included on the Board Meeting agenda in accordance with Bylaw 0164 - Conduct of Board Meetings.

Duration of Donation Activities

A corporate sponsorship shall not exceed 12 months in duration and will not be approved by the Board in excess of 12 months. At the conclusion of this approved period, and if the sponsor desires to continue the sponsorship, an updated sponsorship proposal must be prepared by the sponsor and submitted to the Superintendent for approval by the Board for another 12 month period. There shall be no expectation a corporate sponsorship will be renewed beyond the Board approval dates. There shall be no limit to the number of times the Board approves the updated sponsorship proposal.

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

FINANCE
6162/page Page 3 of 3
Donations

Applicable Laws

All donation proposals presented and approved by the Board shall be consistent with all district collective bargaining agreements, competitive bidding and purchasing laws, district policy and regulations, and all applicable federal and State laws, administrative codes, rules, and regulations.

Adopted:

Date Board Approved: August 20, 2007
Revised: November 19, 2007

N.J.A.C.