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**AURORA PUBLIC SCHOOLS**

**APS Code: KCD**

**Adopted September 1981**

**Recoded January 1999**

**Revised October 2007**

**Reviewed September 2016**

**Reviewed May 2017**

**Reviewed March 2021**

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### **PUBLIC GIFTS/DONATIONS TO SCHOOLS**

Donations of materials, equipment or money may be made to the District or to individual schools. Donated items must meet established District specifications.

The cost of installing donated equipment should be considered prior to purchase and necessary arrangements must be made in advance if installation is expected by a specific date.

All donations become District property.

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**AURORA PUBLIC SCHOOLS**  
**Approved September 1981**  
**Recoded January 1999**  
**Revised February 2008**  
**Revised October 2016**  
**Reviewed May 2017**  
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**APS Code: KCD-R**

## **PUBLIC GIFTS/DONATIONS TO SCHOOLS**

### **Guidelines**

The purpose of these guidelines is to assist school personnel and parent groups or individuals in the selection of materials and equipment that are donated to the District or to a school. Both programmatic and administrative needs should be considered.

These guidelines are intended to promote cooperation among all concerned parties and are not intended to stifle the ingenuity, imagination or generosity of either the donating groups or school personnel.

1. Parent groups are invited to use District resources, such as consultants and the Purchasing Office staff, prior to purchases of equipment.
2. Proposed projects should be discussed with principals and school-user groups.
3. Proposed purchases should be consistent with adopted District curriculum programs and equipment, and materials must meet District specifications, if any have been established.
4. The principal is responsible for coordinating proposed purchases that may require installation, landscaping, paving or other financial costs or use of District personnel.
5. It is appropriate to supplement general fund budget items with donations from parent groups or other groups.
6. All materials and equipment donated become the property of the District.
7. Schools must acknowledge all donations, cash and noncash, in writing to the donor using school letterhead stationery. Acknowledgements should include the date of the donation, the amount of the donation, name and address of the donor, the purpose of the donation and the District's federal tax identification number. In the case of a noncash donation, a general description of the items and the purpose of the items must be included. Acknowledgements must be signed by the principal or his/her designee.