

# NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

## Donation Form

### Donor Information

BUSINESS NAME	NAME (LAST, FIRST, M.I.)
STREET ADDRESS	EMAIL
CITY, STATE, ZIP	PHONE
WEBSITE	ALTERNATE PHONE

### Donation Description \* (must be in alignment with BOE policy #1800)

CHECK ONE: <input type="checkbox"/> CASH <input type="checkbox"/> PRODUCT / ITEM <input type="checkbox"/> SERVICE <input type="checkbox"/> OTHER	
AMOUNT / DESCRIPTION	DATE
NOTES	
Donation value of \$999 or less must be approved by the Superintendent	Donation value of \$1000 or more must be approved by BOE
<hr style="width: 25%; margin: 0 auto;"/> <b>Superintendent</b>	<hr style="width: 25%; margin: 0 auto;"/> <b>BOE Meeting Approval date</b>

### Contact Information

**Organization Name**

**Contact Name**

**Phone:**

**Email:**

Please send the completed form to the business office if BOE approval is required.

## **GIFTS, GRANTS AND DONATIONS FROM THE PUBLIC**

Only the Board of Education may accept for the school district any bequest or gift or money, property or goods, except that the Superintendent of Schools may accept on behalf of the Board any such gift of less than \$1,000 in value.

The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the district's goals or the ownership of which would require the expenditure of money or other resources of the district.

Any gift accepted by the Board or the Superintendent shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as is other property of the district.

It shall be the policy of the district to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
  - a. the subject of the gift
  - b. the purpose of the gift
  - c. the beneficiary or beneficiaries if any
  - d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
  - a. it is in support of and a benefit to all or to a particular public school in the district,  
or
  - b. it is for a purpose for which the school district could legally expend its own funds,  
or
  - c. it is for the purpose of awarding scholarships to students graduating from the district.

Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Cross-ref: 2160, School Board Officer and Employee Ethics

Ref: Education Law §1709(12)

Adopted: November 24, 2015