

3000 Series - Business and Non-Instructional Operations

2. Income

H. Gifts, Grants, and Bequests

The Superintendent of Schools shall be authorized to accept, on behalf of the Suffield Board of Education, gifts and bequests to the Suffield Public School System up to a cumulative value from one source of two thousand five hundred dollars (\$2,500.00). If a gift/s exceeds the amount of two thousand five hundred dollars (\$2,500.00), the Superintendent shall inform the Suffield Board of Education of such gifts and bequests in writing. Gifts and bequests in excess of two thousand five hundred dollars (\$2,500.00) must be reviewed and approved by the Suffield Board of Education. Prior to approval, annual operating expenses have to be evaluated for budgetary reasons. All gifts and bequests that are approved then become the property of the Suffield Board of Education to be expended or used at its discretion without any stipulations. Gifts and bequests include money, services, programs, equipment, tangible property including structures and fields. All monetary fund transactions are to occur through either school student activity accounts or the proper district level accounts. Electronic transactions are to occur through district established electronic accounts.

School staff and students may apply for grants that will further enhance academic and extra-curricular experiences. School staff and students applying for grants must receive written approval from school administration prior to submitting grant applications. This policy does not apply to federal or state entitlement/competitive grants that are associated with district operations (ie. Title or IDEA grants).

School staff and education programs shall be safeguarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.

Public recognition of contributions receive shall be appropriate and balanced.

Policy adopted: June 7, 2011
Policy revised: June 5, 2023

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

SUFFIELD PUBLIC SCHOOLS

350 Mountain Road, Suffield, Connecticut 06078

TELEPHONE 860-668-3800

FAX 860-668-3805



GIFTS & BEQUESTS

Date: _____ School: _____

Organization: _____

Organization contact person and phone number: _____

School sponsor: _____

Description: _____

Value of gift/s donated: _____

Annual Operating Expenses: _____

Superintendent approval: _____ denial _____

Suffield Board of Education approval: _____ denial _____

Superintendent's Signature

Date

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GRANTS

Date: _____ School: _____

Organization: _____

Organization contact person and phone number: _____

School sponsor: _____

Description/Purpose:

Value of Grant Request: _____

Administrator approval: _____ denial _____