

MANCHESTER CITY SCHOOLS

Policy Manual

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The director of schools is authorized to accept gifts to the school system and may designate others to accept gifts for particular schools in behalf of the Board.¹ The Board will officially express appreciation to the donor and all major gifts will be reported to the Board and publicly announced.

In instances where the director of schools or his designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter referred to the Board.

In accepting gifts and donations, the following guidelines shall be followed:

- Unless otherwise expressly specified in writing, all property contributed, given, or otherwise placed on school premises shall for all intents and purposes be a gift and shall become school system property subject to the same controls and regulations that govern the use of other school owned property.
- Contributions of equipment or services that may involve major costs for installation, maintenance, or initial or continuing financial commitments from school funds shall be presented by the director of schools' office for Board consideration and approval.
- Individuals or organizations wanting to contribute supplies or equipment will consult with school officials about the feasibility of accepting such contributions prior to the solicitation of funds or the making of budgetary appropriations.
- Equipment contributed for school use shall be reported on the annual school inventory.
- A list of supplies and equipment which have been contributed shall be reported to the board by the director of schools at the May regular meeting of the board.
- All computers, related equipment, peripherals, or software donated for use in any school or office within the district must be approved by the director of Student Management/Technology or designee.

Legal References:

1. [TCA 49-6-2006\(a\)](#).

Cross References

[5.601 Staff Conflict of Interest](#)

[5.605 Staff Gifts and Solicitations](#)

[6.710 Student Gifts](#)