

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the school administration.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the district. If items are not new, qualified persons other than the organization making the donation must evaluate the condition of the equipment or materials.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the building principal prior to filing a request with the central office.
3. After discussion with the building principal, the organization will submit a written request to the director of property services specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item.
4. The request will be evaluated by a committee appointment by the superintendent or designee. The committee will use the following criteria in evaluating the proposed project:
  - a. Education value to the student body;
  - b. Cost factors in relation to the board of education's approved budget:
    - i. Immediate costs such as installation or remodeling,
    - ii. Long-range costs such as operation and maintenance,
    - iii. Replacement costs when the item is no longer operable.
  - c. Technical quality of the proposed donated item;
  - d. Commitment of the donating organization to continuance of the project.
5. Based upon the committee's evaluation and recommendations, the superintendent will approve or disapprove the request. If the request is disapproved, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.
6. If the committee and the superintendent disapprove a project, the requesting organization may appeal the decision to the board of education.



**LEGAL REFERENCE:** Board Action

ADOPTED: 6/13/05

AMENDED: