

REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: DCA

Responsible Office: DIVISION OF FINANCIAL OPERATIONS, PARTNERSHIPS, DEVELOPMENT & MARKETING OFFICE

GIFTS, BEQUESTS, DONATIONS, AND SOLICITATIONS

A. PURPOSE

To establish procedures regarding solicitations and the acceptance of all gifts, bequests, and donations granted, conveyed, devised, or bequeathed for use by Anne Arundel County Public Schools (AACPS) or any individual schools.

B. BACKGROUND

Community resources play a key role in preparing students for the future, both in and out of the classroom. As such, solicitations as well as gifts, bequests, and donations by community partners assist AACPS to better meet the needs of our students. These initiatives support students and employees served by the school system.

C. PROCEDURES

1. Gifts, bequests, donations, and solicitations valued at less than \$2,500 may be accepted by the school principal without further approval provided the gift, bequest, donation, or solicitation meets all other provisions established under this regulation and its corresponding policy.
2. Gifts, bequests, donations, and solicitations valued between \$2,500 and less than \$10,000, shall be approved by the appropriate Regional Assistant Superintendent or Assistant Superintendent for the school, or office receiving the gift, bequest, or donation after consultation with the Partnerships, Development & Marketing Office.
3. Gifts, bequests, donations, and solicitations valued between \$10,000 and less than \$25,000, shall be approved in writing by the Superintendent or the Superintendent's designee.
4. Gifts, bequests, donations, and solicitations that have an estimated value of \$25,000 or greater, or constitute an improvement to real property, shall be presented to the Board of Education of Anne Arundel County (Board) for approval and acceptance by a formal action of the Board.

5. Prior to accepting any gifts, bequests, donations, or making solicitations on behalf of a school, the school principal or the Regional Assistant Superintendent shall ensure that they are reviewed, inspected, and examined by the appropriate staff. The principal or the Regional Assistant Superintendent shall also ensure that all gifts, bequests, donations, and solicitations are consistent with AACPS philosophy, goals, and objectives as well as Board policies and administrative regulations.
6. Prior to accepting any gifts, bequests, donations, or solicitations on behalf of Central Office, the Partnerships, Development & Marketing Office shall ensure that they are reviewed, inspected, and examined by the appropriate Central Office staff. The Partnerships, Development & Marketing Office shall also ensure that all gifts, bequests, donations, and solicitations are consistent with AACPS philosophy, goals, and objectives as well as Board policies and administrative regulations.
7. Notwithstanding any other provision in policy or regulation, technology-related gifts, bequests, solicitations, or donations may not be accepted until the express written approval is provided by the Chief Information Officer.
8. Monetary bequests such as escheat funds that are received by AACPS from an estate, in accordance with State law, are not subject to the acceptance requirement of this regulation. Escheat funds shall be retained by AACPS until the statute of limitation on heirs claiming funds, plus 1 year, has expired. After this period, all escheat funds shall be forwarded to the *Scholarship for Scholars, Inc.* fund and shall be used for AACPS student scholarships.
9. Any donation constituting an improvement to real property shall comply with applicable Board policies and administrative regulations.
10. Gifts, bequests, and donations become the property of AACPS upon acceptance and are subject to the contracts, policies, and regulations that govern the use of Board-owned property.
11. Gifts, bequests, donations, and solicitations shall be accounted for in the financial records of the Central Office or school activity funds, as deemed appropriate by the Supervisor of Finance. The Partnerships, Development & Marketing Office shall develop guidelines for the acceptance of gifts, bequests, donations, and solicitations, including:
 - a. Coordination of solicitation efforts;
 - b. Annual reporting of donations;
 - c. Donor thank you letters; and
 - d. Recognition of donors.

12. The following shall also be considered when determining whether to accept a gift, bequest, donation, or solicitation request:
 - a. The donor(s)' philosophy and goals are consistent with AACPS needs, philosophy, and goals;
 - b. The purpose is consistent with AACPS philosophy and goals;
 - c. Applicable federal, State and local laws as well as AACPS policies, and administrative regulations are met;
 - d. Current safety standards are met;
 - e. Potential undesirable, unacceptable, or hidden costs to AACPS resources, including the school system budget, staff time, and materials;
 - f. Restrictions on the educational program;
 - g. Incompatibility with existing AACPS systems or programs;
 - h. The sustainability of any program or resources related to the gift, bequest, or donation;
 - i. Any required endorsement, either explicitly or implicitly, of any business or product; and
 - j. Technology-related items shall have the written express approval of the Chief Information Officer before they may be accepted.

13. This regulation and corresponding Policy DCA – Gifts, Bequests, Donations, and Solicitations may not be construed to require schools or Central Office to accept all gifts, bequests, donations, or approve solicitation requests.

Regulation History: Developed by the Superintendent: 10/03/07
Reviewed by the Board: 2/6/08; 12/20/17
Date Issued: 2/6/08; Revised 02/07/18

Note Previous Regulation History: None