

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 702

Section:

Title: Gifts, Grants,  
Donations, and Student  
Fundraising

Adopted: April 27, 1981

Revised: June 27, 2019

702 GRANTS, GIFTS, DONATION, AND STUDENT FUNDRAISING

**Purpose**

The purpose of this policy is to outline protocols and procedures on the management of acceptance of grants, gifts, and donations. The Board of Education (the “Board”) recognizes that individuals and community organizations may wish to contribute money, supplies and/or equipment to enhance or extend the programs in the schools. The Board also recognizes that the District, via individual program offices and schools, is awarded grants from private foundations as well as municipal, state and federal sources.

**Definitions**

**Grant** - monetary award made in support of a specific project or purpose, subject to significant terms and conditions required by the funder. Usually an application or proposal is required in order to receive the funds, and awards are made based on the funder’s review of the application/proposal. The awardee is required to use the funds in accordance with the plan detailed in the approved application/proposal, and in compliance with rules and regulations associated with the award. Usually, detailed reports to the funder on how the grant was used are required.

**Gift or Donation** - may involve either a monetary award or the provision of goods or services contributed on an “in-kind” basis (i.e. at no cost to the recipient). Generally speaking, these terms are used to refer to arrangements that are subject to significantly fewer terms and conditions imposed by the donor. Often, no application is required and no formal report on the use of the gift is requested; in many cases, a simple “thank you” acknowledgement is the only response expected of the recipient.

### **Authority**

The Board has the authority to accept grants, gifts, and donations made to the school District or to any District school in accordance with law and Board policy.[1]

The Board prohibits the collection of money in school or on school property, or at any school sponsored event by a student for personal benefit. Collection of money by approved school organizations may be permitted by the building principal. Collection by students on behalf of school organizations outside the schools may be permitted only by the Superintendent or his designee.

The Board authorizes the Superintendent or designee to accept grants, gifts, and donations that support of the mission/priorities of the District and/or schools and are valued at up to and including \$100,000. Acceptance of grants, gifts, and donations exceeding \$100,000 shall be authorized by separate Board Action items. The Board reserves the right to refuse to accept any gift that does not contribute to the achievement of District goals or when such ownership would adversely affect the District.[1]

For all grants, gifts, and donations valued at \$100,000 or less, each grant program manager and/or school principal shall be charged with:

1. Informing the Office of Grant Development about their pursuit and acceptance of such grants, gifts, and donations. The Grant Development Office shall inform the Board, as well as the Office of Grant Fiscal Services and other District offices that may need to be aware of and play a supporting role in the administration of the award (e.g., the Office of Capital Programs if the award involves a capital improvement, the Office of Curriculum and Instruction if the award involves new instructional programs/materials, etc.). The Office of Grant Development and collaborating central administrative offices shall ensure that only grants, gifts, and donations that support the mission and priorities of the District are pursued.
2. Ensuring compliance with all appropriate grant regulations consistent with applicable Board policy.

If a grant program manager or principal fails to inform the Office of Grant Development about the pursuit of a grant, gift, or donation in a timely manner sufficient to ensure alignment with District mission and priorities, a separate authorizing Board Action Item may be required regardless of the dollar amount.

Only awards of \$5,000 or less may be deposited into a school's Student Activity Fund and accounted for separately. Grants, gifts, and donations received greater than \$5,000 must be

deposited in the District's central office accounts and be expended through the District's accounting system. (See Policy #618.)

Any donated or gifted item accepted by the Board or its designee shall become District property, may not be returned without Board approval, and is subject to the same controls and regulations as are other District properties.[1][2] All such items meeting the criteria for inclusion in the District's Inventory System shall be recorded in the appropriate inventory listing and property records.[1]

In the case of grants, gifts, or donations by or through a bona fide Home and School Association, the Superintendent or designee is authorized to approve receipt upon certification by the school principal that the property is appropriate to the school's purposes and needs.

The District shall make every effort to honor the intent of the donor in the use of the gift, but reserves the right to utilize any gift in the best interests of the District's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board or the District of a commercial product, business enterprise, or institution of learning.

### **Delegation of Responsibility**

The Superintendent or their designee shall:

1. Counsel potential donors on appropriateness of grants, gifts, and donations.
2. Encourage individuals and organizations considering a contribution to consult with appropriate District officials (including school principals, central office administrators, and/or the Superintendent) before appropriating funds.
3. Report to the Board all gifts accepted on behalf of the Board.
4. Facilitate the acknowledgement of the receipt of any grant, gift or donation accepted by the District.

### **Legal References:**

1. Pa. Public School Code, 24 P.S. § 216
2. Pa. Public School Code, 24 P.S. § 70

### **Related Information:**

1. Policy No. 618
2. Policy No. 702.2