

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 700

TITLE: Gifts, Grants and Donations

ADOPTED: April 27, 1981

REVISED: August 17, 2017

702 GIFTS, GRANTS AND DONATIONS

Purpose

The School Reform Commission 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 SRC 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.

Authority

The SRC has the authority to accept gifts, donations and grants made to the school district or to any district school in accordance with law and SRC policy.[\[1\]](#)__

The SRC may authorize the Superintendent or designee to accept gifts of money or property valued up to and including \$20,000. Gifts exceeding \$20,000 shall be accepted by separate SRC resolutions.

For all grants and gifts valued at \$20,000 or less, each Grant Program Manager and school principal shall be charged with:

1. Ensuring compliance with all appropriate grant regulations consistent with applicable SRC policy.
2. Informing the Office of Grant Development about all such gifts and grants. The Grant Development Office shall inform the Office of Grant Fiscal Services.

Only gifts and grants of \$5,000 or less may be deposited into the school's Student Activity Fund and accounted for separately. Gifts and grants received greater than \$5,000 must be deposited in the district's central office accounts and be expended through the district's accounting system.

The SRC reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.[\[1\]](#) __

Any gift accepted by the SRC or its designee shall become district property, may not be returned without SRC approval, and is subject to the same controls and regulations as are other district

properties.[\[1\]](#)[\[2\]](#)

In the case of 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 be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

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 SRC or the district of a commercial product, business enterprise, or institution of learning.

All gifts meeting the criteria for inclusion in the District's Inventory System shall be recorded in the appropriate inventory listing and property records.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall:

1. Counsel potential donors on appropriateness of gifts.
2. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds.
3. Report to the SRC all gifts accepted on behalf of the SRC.
4. Acknowledge the receipt and value of any gift accepted by the district.

Legal References:

[1. 24 P.S. 216](#)

[2. 24 P.S. 70](#)