

## CLARK COUNTY SCHOOL DISTRICT REGULATION

3241

### ACCEPTANCE OF GIFTS

- I. The Superintendent or designee, in accordance with state law, may accept, on behalf of the Clark County School District, any gift or bequest of money or property for a purpose deemed to be suitable and to utilize the money or property for the purpose so designated.

- A. Acceptability Criteria

A gift to be considered suitable must:

1. Be appropriately related to the District's educational programs or support services.
2. If instructional materials and equipment, meet standards comparable to those established by the District.
3. Be of good quality, operable, and easily maintained.
4. Be acceptable to the appropriate administrator.

- B. Agreement by Donor

The donor must agree that:

1. The gift becomes the property of the District; however, the District may designate the donor by a suitable marker or notation.
2. In instances of gifts of money designated for specific purchases, specifications for such purchases must be agreeable with or established by the District.

- C. Non-acceptance of Gifts

A gift may not be recommended for acceptance if acceptance would:

1. Initiate a financial obligation that the District, within fiscal limitations, would be unable to meet.
2. Create unreasonable inequality in programs or services provided for students.
3. Benefit a particular employee except as related to the employee's ability to provide an enhanced educational experience to students through use of resources made available through the gift.

D. Acceptance of Gifts

1. Upon receipt of any gift valued at \$999 or less, A Report of Gifts will be completed with a copy provided to the donor and a copy kept on file at the school or department.
2. Upon receipt of any gift valued at \$1,000 or more, a Report of Gifts will be completed with a copy provided to the donor, a copy kept on file at the school or department, and a copy submitted to the supervising Division Head who will then forward to the Accounting Department.

II. Gifts of money not designated for a special purpose may, at the discretion of the Superintendent, be placed in the Special Gift Fund which shall be used to finance projects not provided for by budgeted funds.

Expenditures from the Special Gift Fund are governed by the Board's Governance Policies.

III. The Board shall be informed of the acceptance of gifts of \$1,000 or more.

IV. The Division of Business and Finance Services is responsible for developing and implementing procedures for receipt and evaluation of gifts.

Legal Reference: NRS Chapter 386 Local Administrative Organization  
Review Responsibility: Business and Finance Services  
Adopted: 3280:7/64  
Revised: 3/26/81; 9/24/81; 10/12/93  
Pol. Gov. Review: 6/28/01  
Revised: 1/8/04