

Gifts will automatically become the property of the Westford Public Schools.

Gifts of Cash

Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended by the School Committee without further appropriation, as provided by law. In the case of gifts from industry, business, or special interest groups, no advertising or promotion, except for public recognition of the gift, may be involved in any donation to the Westford Public Schools.

Gifts of Computers

Any gift of computers or technology must be approved by the Director of Educational Technology and Information Services or designee before acceptance by the Westford Public Schools.

Gifts of Other Equipment, Materials, and Services

Any gift of materials, equipment, or services must be approved by the Superintendent or designee before acceptance by the Westford Public Schools.

Acceptance of Gifts

The Superintendent or designee will accept on behalf or for the Westford Public Schools gifts of money or non-monetary gifts with a fair market value of less than \$10,000 for a purpose deemed by the School Committee to be suitable, and may utilize such money or property as designated. All monetary and non-monetary gifts with a fair market value of \$10,000 or more must be formally accepted by the School Committee at its next regularly scheduled meeting. All monetary gifts accepted by the School Committee will be deposited into the appropriate school account. Expenditure of such gifts for the purpose(s) approved by the School Committee can then be made without further appropriation.

Acknowledgement of Gifts

The School Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors. The Superintendent or designee will maintain a list of all gifts and will present a summary for annual review by the School Committee.

Massachusetts General Law References:

M.G.L. 44:53A – Grants and Gifts; Acceptance and Expenditures

M.G.L. 71:37A – Acceptance of Grants

Westford Public Schools Policy References:

P4115 – Gifts to School Personnel

P6118 – Library Materials Selection and Adoption

Policy Adopted: 4/9/2001

Policy Reviewed: 5/3/04

Policy Revised: 5/3/04