

Hamilton County Board of Education

Monitoring: Review: Annually in January	Descriptor Term: Gifts and Bequests	Descriptor Code: 2.401	Issued Date: 12/16/04
		Rescinded:	Revised: 02/16/23

1 *General*

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3 The director of schools is authorized to accept gifts to the school system and may designate others to
4 accept gifts for particular schools on behalf of the Board.¹

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6 In instances where the director of schools or his or her designee doubts the appropriateness or usefulness of
7 an offered gift, the gift may be declined or the matter referred to the Board.

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9 In accepting gifts and donations, the following guidelines shall be followed:

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11 1. Unless otherwise expressly specified in writing, all property contributed, given, or otherwise
12 placed on school premises shall for all intents and purposes be a gift and shall become
13 school system property subject to the same controls and regulations that govern the use of
14 other school-owned property.
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16 2. Contributions of equipment or services that may involve major costs for installation,
17 maintenance, or initial or continuing financial commitments from school funds shall be
18 presented by the director of schools' office for Board consideration and approval.
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20 3. Individuals or organizations wanting to contribute supplies or equipment will consult with
21 school officials about the feasibility of accepting such contributions prior to the solicitation
22 of funds or the making of budgetary appropriations.
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24 4. Contributions of stock or other securities shall be sold and converted to cash as soon as
25 practical, but within 15 days.

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37 Legal Reference:

38 1. TCA 49-6-2006(a)

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37 Cross References:

38 Staff Conflict of Interest 5.601
39 Staff Gifts and Solicitations 5.605
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