



Whiteriver Unified School District No. 20

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Leeann Lacapa, Superintendent

Bernadine Mitchell, Executive Assistant

September 2, 2025

Community Partners and Stakeholders:

Whiteriver Unified School District #20 welcomes the enthusiastic support for student activities and athletic teams in the form of gifts and donations. In an effort to provide better communication and guidance I would like to share Governing Board Policy KCD as well as proper steps to carry out the process.

Governing Board Policy KCD Public Gifts/Donations

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

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

The Superintendent shall:

- A. Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.*
- B. Report to the Board all gifts that have been offered to the District, for their review and action.*
- C. Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.*

Gifts shall be recorded in appropriate inventory listing(s) and property records.

In order for smooth and timely approval of any gift or donation the following steps are to be taken by the donor:

WUSD, working together with community, will empower all students to achieve their highest potential, graduating prepared for higher learning and careers.

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1. The donor provides the school administrator written notification of intended gift/donation. Written notification should include the recipient of the gift/donation; item(s) to be gifted/donated; approximate value; reason for the donation.
2. If the administrator determines the gift/donation to be acceptable, the school administrator will write a memo to the Governing Board for approval of the gift/donation.
3. The memo will be placed on the next regular Governing Board meeting agenda for approval/acceptance of the gift/donation.
4. The school administrator will notify the donor of the Governing Board's decision and determine next steps.
5. Donations/gifts must be delivered to the school for proper inventory.
6. Schools must have parent permission regarding publications of student names and pictures. With proper approval, pictures may be taken by school staff and published on school websites, district-approved social media and other publications. This information may be shared by the public however **student pictures and names are not to be published in non-district publications including social media pages. Organizations are responsible for obtaining proper media release permissions from parents to do so.**

Things to keep in mind:

- Student activity funds will be reviewed and used before a donation is accepted.
- Items cannot be distributed/used by schools prior to Governing Board approval.
- Items of nominal value (less than \$20), such as concession items, may be accepted prior to approval however must be inventoried and reported by the school, organization, class or club.
- Coaches, sponsors, individual board members nor administrators have the authority to accept a gift or donation, only the Governing Board has that authority.
- School staff should not solicit donations on behalf of WUSD; they may consult school administration regarding a donation request/donation acceptance. The school administrator is responsible for making the request to the Governing Board for approval.
- It is very important that the administrator receive prior notification of intended gift or donation, particularly for sports related items and equipment, to ensure that donated items meet set requirements.
- Regular Governing Board meetings are held the second Wednesday of every month; prior planning and communication is necessary for timely approval.
- Donations become property of the school district.
- WUSD does not accept tax credit donations.
- The process is the same for individuals and organizations.
- WMAT has identified specific activities to support in form of donations; individuals or groups should not solicit donations on behalf of WUSD. They may solicit donations for individuals-this should be made clear upon request.

If you have any questions or additional guidance, please feel free to contact the school administrator or Superintendent Leeann Lacapa.

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