

## PUBLIC GIFTS TO THE SCHOOLS

The School Board acts on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations.

When any real or personal property is given to and accepted by the Board, it vests in the Board unless inconsistent with the terms of the gift, devise or bequest, and is managed by the Board, according to the wishes of the donor or testator. The Board in addition to the regular settlement it is required to make of all school funds, settles annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

Adopted: 12/13/1994

Reviewed/Revised: 1/10/2017, 7/12/2022

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.

Cross Ref:	FFA	Naming School Facilities
	KJ	Advertising in the Schools
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships



**FORM LETTER FOR DONATION GIFTS TO WAYNESBORO SCHOOLS**

*Waynesboro Public Schools is committed to a quality education that includes a strong academic program designed to meet student needs; comprehensive programs which prepare and encourage students to be productive citizens; quality learning environments and school facilities; a diverse, highly trained staff committed to working effectively with youth; and strong partnerships with parents and the community.*

**Date:** \_\_\_\_\_

**Donor Name and Address:** \_\_\_\_\_

The {Insert School Name or Waynesboro School Board} hereby accepts the gift of

\_\_\_\_\_  
\_\_\_\_\_

The Waynesboro Schools' administration, staff, and School Board gratefully acknowledge your gift in support of our students and programs.

This gift is accepted by the {Insert School Name or Waynesboro School Board} in accordance with School Board Policy, under the following conditions:

- The gift is fully paid for by the donor.
- The title to this gift and ownership is hereby passed to Waynesboro Public Schools without any encumbrances or any future control by the donor.
- No goods or services of value were exchanged in consideration of this gift.

Signed: \_\_\_\_\_  
Donor

Signed: \_\_\_\_\_  
Principal

Signed: \_\_\_\_\_  
School Board Representative\*

*\*School Board Acknowledgement for gifts with an assessed value of more than \$1,000.*

## PUBLIC GIFTS TO THE SCHOOLS – REGULATION

The school building administrators, division departments, or the school board may accept gifts, grants, and bequests from individuals, estates, corporations, other governmental units, similar organizations. However, these gifts must be free of any restriction contrary to law. Waynesboro Public Schools or the School Board is not in any way compelled to accept any gift, and does so only at its own discretion.

The following guidelines must be observed in accepting gifts to the school or school division from individuals or organizations:

1. Requests to make a gift valued at \$1,000 or more must be approved by the principal of the receiving school and the division superintendent.
2. The School Board shall act on offers of gifts to schools or to the school division of \$1,000.00 or more.
3. All offers of gifts to schools valued less than \$1,000 shall be approved by the building principal as outlined by this regulation.
4. Any gift to the school or school division must be accompanied by a statement from the donor passing title to the school and/or school division.
5. The Finance Director is to be notified of gifts of vehicles, motorized equipment, structural additions to property, etc. for the purpose of securing appropriate liability or insurance coverage and licenses.
6. Gifts will not be accepted that are a condition of advertising or otherwise promoting the interests of any commercial or other non-school organization, except with the approval of the division superintendent.
7. Form Letter KH-F is to be completed and signed by the donor, principal, and School Board representative, as applicable.

Adopted: 1/10/2017

Reviewed/Revised: 7/12/2022

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