

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure:
Donations**

Subject: Donations	Effective Date: July 1, 2013	Page 1 of 3
	Approved: Dr. Raymond Gonzalez	

- I. Purpose: To outline the procedures for the acceptance of donations**
- II. Authority: Business Administrator**
- III. Terms and Conditions: This process applies to donations received, whether in the form of a supply, equipment, improvement, service, or cash.**
- IV. Reporting Procedures: Business Office**
- V. Approval Process: Principals, Directors, Business Administrator, Board of Education**
- VI. Consequences: Failure to follow the SOP will result in the delay of donations being processed.**
- VII. Dissemination: All Principals, Directors, Assistant Superintendent and Superintendent**

Donation of Equipment or Supplies

1. The donator (not the Principal) **must** put the donation in writing via letter, memo, or email, outlining the full name, address and contact number of the person, vendor or organization making the donation, the specific donation to be made, and the estimated or actual value of the donation. In addition, should the donation require installation or some sort of preparation by the District to accept the gift, this must be detailed (ie installation of a backstop, pavers, etc.).
2. Donation requests must be submitted to the Building Principal who shall review, approve or disapprove it.

3. If approved by the Principal, the Principal shall sign the donation request and forward it to:
 - a. Their educational director if the donation is an instructional supply
 - b. Executive Manager of Technology if the donation is a computer, printer or other technology device or software item
 - c. Director of Facilities if the donation affects District facilities, grounds, etc.
4. The Educational Director, Executive Manager of Technology or Director of Facilities will consider the donation and bring it before the appropriate Board Committee if required.
5. If approved by the Board Committee (if required) and/or the Director or Manager, the donation request will be signed and forwarded to the Business Administrator for placement on the agenda for Board of Education approval at its next meeting.
6. **NO DONATIONS** may be formally accepted by Principals and/or Administrators before the Board approves them.

Monetary Donations for Technology or Facility/Grounds Improvements

1. The donator (not the Principal) **must** put the donation in writing, via letter, memo or email, outlining the full name, address and contact number of the person, vendor or organization making the donation, the specific donation to be made, and the estimated or actual value of the donation.
2. If a check is received with the donation letter, the check and a copy of the letter should immediately be submitted to the Business Administrator within 24 hours of receipt.
3. Donation requests must be submitted to the Building Principal who shall review, approve or disapprove it.
4. If approved by the Principal, the Principal shall sign the donation request letter and forward it to:
 - a. Their educational director if the purpose of the funds is for instructional supplies
 - b. Executive Manager of Technology if the purpose of the funds is for computers, printers or other technology devices or software items
 - c. Director of Facilities if the purpose of the funds is for equipment or improvements to the school facility or grounds

5. The Educational Director, Executive Manager of Technology or Director of Facilities will consider the donation and bring it before the appropriate Board Committee if required.
6. If approved by the Board Committee (if required) and/or the Director or Manager, the donation request will be signed and forwarded to the Business Administrator for placement on the agenda for Board of Education approval at its next meeting.
7. Once the donation has been approved by the Director or Manager for placement on the Board agenda, the Business Office will deposit the check into the District's Special Revenue Fund (Fund 20) under a local grant account specifically for the purpose as outlined in the donation. For cash received for a specific purpose, a separate account will be established for the purpose of the funds. If no specific purpose has been identified, the donation will be deposited into the school's general donation account.
8. NO DONATIONS may be accepted before the Director and/or Manager approves them.

Monetary Donations in General

1. If the donation comes in the form of a check and there is no specific purpose for the funds, such as a donation to the track team for equipment, or the media center to purchase books, the donation letter should be signed by the Principal and forwarded immediately with the check to the appropriate Educational Director. The Director shall sign off on the donation and forward it immediately to the Business Administrator.
2. The Business Office will deposit the check into the District's Special Revenue Fund (Fund 20) under the school's general donation account.
3. The donation will be put on the next Board agenda for approval.