

Box Elder School District Foundation Policy

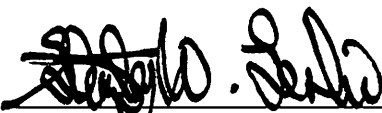
Policy Number 3

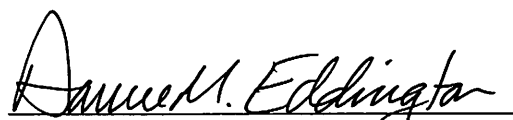
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Supersedes Issue 1, dated April 10, 2006

Approved:


Foundation Board President


Foundation Executive Director

Policy 3: Receiving Gifts and Donations

- 1) Donations to the Box Elder School District Foundation are normally limited to cash.
- 2) Donations of assets other than cash must be approved by the Foundation Board before acceptance by the Foundation. The following are examples of acceptable non-cash donations:
 - a. Certificates of deposit from established financial institutions
 - b. Stock certificates for reputable companies listed on accepted worldwide stock exchanges
 - c. Unencumbered or normally encumbered real property
 - d. Items donated for specific and acceptable classroom use such as machinery for vocational education classes or laboratory apparatus for science classes.
- 3) Once approved and accepted, non-cash assets will be liquidated as soon as practical and the proceeds used in accordance with the stipulations of the donation.
- 4) The Foundation will not establish the value of a non-cash asset for the donor's personal accounting purposes.
- 5) Stipulations imposed with donations must be reasonable, consistent with the Foundation's mission, and must directly benefit the students of the Box Elder School District. For example, a donation made to establish a student academic incentive program is acceptable while a donation to establish a faculty or administration incentive program is not acceptable.

- 6) Donation stipulations shall be in writing either in the donation letter or in a separate written instrument such as a scholarship agreement. The conditions of the donation will determine the classification of the donation asset for accounting purposes (restricted or unrestricted).
- 7) Donation stipulations which become impossible, illegal, against public policy, or frustrated shall be resolved in the following order of precedence:
 - a. The donor (or his/her survivor or descendants if the donor is deceased) will be consulted to revise the stipulations
 - b. If the donor or his/her representatives cannot be contacted, the Board will establish a use for the donation which most closely matches the donor's original intent for the donation
 - c. If no similar use can be determined which closely matches the donor's intentions, the donation shall be reclassified as an unrestricted asset.
 - d. Once the stipulations made with a donation have been satisfied, any residual of the donation will be reclassified as an unrestricted asset unless the donation stipulation directs otherwise.
- 8) The Foundation Board shall maintain a record all donation stipulations including revisions for information and reference.