

Management Support

Gifts or Donations Procedure

Any gift presented to the district must be listed on form 6114F1 and must satisfy the following criteria for acceptance:

1. Purpose or use consistent with federal and state laws and regulations and with the policies, procedures, philosophy, and programs of the district;
2. Does not create a burden to the district in terms of maintenance, funds or staff time;
3. Is free from health and/or safety hazards;
4. Has no direct or implied commercial endorsement of a business or a product; and
5. Will become Snohomish School District property.

Equipment and/or Material Donations (excluding computer or technology related equipment)

Equipment and materials which are donated to the district will be reviewed for suitability and durability, in light of school needs and current health/safety standards. The Principal or Administrator whose building would receive the gift will be responsible for selecting other appropriate staff members to assist in the review process.

For equipment, material, or volunteer labor donations where a project will structurally impact a facility or its grounds, the review will include the input and approval of the Facilities Department.

Computer/Technology Equipment Donations

The Snohomish School District appreciates offers to donate new or used computer equipment. Unfortunately, the district is unable to accept all donations. Connectivity to our network, compatibility with existing systems and our ability to service and maintain the equipment in good working order are some of the determining factors staff will consider before a donation is accepted. The following guidelines apply to the acceptance of donated computer equipment.

1. All equipment accepted by the Snohomish School District will be in good working order and meet or exceed the minimum configuration standards as determined by the Technology Department. These standards will be reviewed and updated periodically. Because of the rapidly changing nature of computer hardware, software, disposal costs, network compatibility and support issues, it is often cost-prohibitive for the district to accept donations of equipment that is more than two (2) years old.
2. The Technology Department will review and approve items offered for donation before acceptance. If the equipment is not in good working order, the accepting department or

school will be responsible for the associated costs of putting the equipment in good working order. The Technology Department can answer questions about the advisability of accepting donations and assist with calculating costs and expenses.

3. Donated computer equipment will meet minimum hardware standards before being connected to the district network.
4. All donated equipment, depending on value, will be considered as additions to the fixed asset system. The final recipient of donated equipment should provide a list of serial numbers, models, and brands to the Business Services Department who will provide asset tags for equipment needing to be inventoried for control purposes. The recipient will attach the tags to the equipment.

Funding of Athletics/Coaches Through Outside Sources

1. If a booster club or another outside source wishes to fund the reinstatement of an athletic, club or activity program, the following will apply:
 - a. Monies to hire coaches/advisors and run the program must be donated to the Snohomish School District no later than June 1 of the preceding year;
 - b. Monies must be sufficient to support both boys' & girls' programs at both high schools; and
 - c. Snohomish School District will hire, supervise, evaluate, and retain coaches/advisors through its normal hiring process.
2. Due to WIAA restrictions, if a booster club or another outside source wishes to pay a volunteer, the following will apply:
 - a. Pay will be no greater than \$1,500;
 - b. Normal district screening, evaluation and supervision processes will be handled through the Athletic Office; and
 - c. District Athletic Director and principal/designee will give final approval in the selection of the volunteer.
3. If a booster club or another other outside source wishes to fully fund an additional assistant coach or advisor's stipend, the following will apply:
 - a. Monies must be donated to Snohomish School District no later than July 1 for Fall, September 15 for Winter, and January 15 for Spring sports;

- b. Snohomish School District will hire, supervise, evaluate, and retain coaches/advisors through its normal hiring process; and
- c. Monies must be available in either high school booster club of the sport(s), activity, or club to fully fund a coach's/advisor's stipend including extended season when necessary. It is however not necessary for both booster clubs to choose to fully fund a coach.

Adoption Date: August 25, 1993
Revised: January 28, 2004
Revised: January 10, 2011
Revised: November 7, 2016
Revised: August 14, 2019