I. PURPOSE
State law allows school districts to accept gifts of money, goods, services or equipment.

II. GENERAL STATEMENT OF POLICY
The Bluffview Montessori School Board of Directors recognizes the importance of gifts and donations to the district and its learners.

III. GUIDELINES

A. DEFINITIONS
1. The term gift can refer to money or securities, goods, services or equipment.
2. The term securities include stock certificates, notes, bonds, etc., which are redeemable in cash.

B. ACTIVITIES
1. Acceptance of Gifts
   a. The Bluffview Montessori School Board of Directors may receive bequests, donations or gifts for any proper purpose. The Bluffview Montessori School shall have the sole authority through the Head of School to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift further the interests of or benefits the school district and whether it should be accepted or rejected.
   b. Gifts and donations must be in compliance with state and federal statutes and guidelines, and must not be a burden to the school district.
   c. Written documentation is required to record all gifts or donations. A description of the article, equipment item with serial and model numbers or amount of money is necessary.
   d. The donor may restrict the gift for a specific purpose.

2. Administration in Accordance With Terms
   a. If the school board agrees to accept a bequest, donation, gift, or grant which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district, unless otherwise provided in the agreed upon terms.
b. Requests for the use of unrestricted donations will be reviewed by the Finance Committee and approved by the Bluffview Montessori School Board of Directors.

c. All securities will be liquidated as soon as practical unless excepted by a Bluffview Montessori School Board of Directors action.

3. **Community Foundation**

   Donations can be made to the Winona Community Foundation which holds and manages two funds, the Bluffview Montessori School Fund and an endowed fund called The Antoinette Miranda Gomez Montessori Children’s House Scholarship Fund.