

## Employee Attestation of Policies and Procedures for Donations

I understand that I must obtain prior approval from the Superintendent before soliciting for donations through grants, crowdfunding or any other source of charitable contributions from donors.

I understand that in accordance with policy *DFK Gifts and Bequests to Schools* and policy *KHC Gifts to Schools*, all donations and contributions will be formally submitted to the school board for acknowledgement and acceptance. As best as possible, board approval should take place in advance of acceptance.

I understand that all donations and contributions to the school and/or district are considered public funds and will be accounted for as such. I also understand that for all donated items, title and ownership remains with the district.

I understand that all donated items that meet the requirement to be tagged will be inventoried in accordance with policy *DM Fixed Assets*.

I understand that In my effort to solicit donations, I will not do so in a manner that will shed a negative light on the district. I also understand that I will not use unauthorized photographs or other content in my written or online request for donations.

I understand that all donated items received will be used for their intended purpose and that I will abide by the policies for acceptable use of all district owned property and equipment.

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Employee Printed Name

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Position

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Employee Signature

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Date