

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-33</b>
<b>Subject:</b> <b>DONATIONS</b>	<b>Issued:</b> <b>12/5/88</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>8/31/16</b>

I. Policy

II. Procedures

Frederick County Public Schools welcomes donations from individuals, organizations, and corporations if their donation enhances the educational or extracurricular experiences of students. However, donations must include a review of items to ensure their safety and usability by the school system. Accepted donations will be utilized in a manner that is consistent with the goals of Frederick County Public Schools.

- A. All donations to a school must be approved by the principal prior to acceptance of the donation. Prior to making a decision, the principal shall secure approval from their director and the deputy superintendent using the *Donation Acceptance Form*. (Exhibit 1) (This form can be obtained via "Form Finder" on the Intranet at InsideFCPS. <http://formfinder.fcps.org/>) If the donation affects the school building or grounds, the Facilities Services Division must be consulted prior to acceptance. (See also FCPS Regulation 200-17 for donations affecting buildings or grounds.) If the donation includes computer equipment and/or peripherals, Technology Infrastructure must be consulted prior to acceptance. Upon acceptance, the donation becomes the property of the Board of Education. Any specific arrangements concerning disposition of the donation by the donor shall be in writing and submitted to the principal. Otherwise, all use and disposition of the donation will be at the discretion of the school.
  1. Donations may be capital items, equipment, supplies, money, or scholarships.
  2. Scholarship donations will be maintained separately by each school. The principal and/or the scholarship donor will determine the payment process and the procedure for the fund's maintenance at the school.
  3. Donations of equipment or capital items that require costs for installation or maintenance must include funds for this purpose unless waived by the director of Maintenance and Operations or the director of Technology Infrastructure, where appropriate. Equipment and capital items must meet board criteria in order to be accepted. Computer equipment must meet minimum specifications as noted in the *Guidelines for Donated Computer Equipment*. (Exhibit 2) (This form can be obtained via "Form Finder" on the Intranet at InsideFCPS. <http://formfinder.fcps.org/>)
  4. Prior to acceptance of the donation, the principal will obtain assurance from the director of Maintenance and Operations or the director of Technology Infrastructure when hookups for utilities or other services are required to verify that they can be provided within a reasonable cost.

5. Vehicles will not be accepted as donations unless prior written approval has been obtained from the director of Transportation. However, vehicles may be donated to a school career and technology education program for educational use only. Such vehicles may be sold only after approval of the principal of the Career and Technology Center.
- B. The school will maintain the original *Donation Acceptance Form*, after all approvals have been obtained.
  - C. When a donation of property qualifies as an item to be added to the property accountability list, the principal will submit electronically the *Equipment Transform Form* (ETF), along with a copy of the *Donation Acceptance Form*.

(NOTE: Cross-reference FCPS Regulation 200-17)

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent

**EXHIBIT 1**

**Frederick County Public Schools  
DONATION ACCEPTANCE FORM**

**I. GENERAL INFORMATION**

A. Description of donation: \_\_\_\_\_

B. Donor's Name(s): \_\_\_\_\_

C. Date of donation: \_\_\_\_\_

D. If donation is to be funded over a period of time, when will funding be completed? \_\_\_\_\_

(NOTE: Please attach a copy of the letter from the donating organization expressing their understanding that after this date the funds, if not spent, shall revert to the general fund to be spent as specified by the principal.)

E. If applicable, state specific arrangements concerning use or disposition of the donation: \_\_\_\_\_  
\_\_\_\_\_

F. If this item qualifies to be added to the property accountability system, please submit an electronic Equipment Transfer Form (ETF), along with a copy of this form.

G. What is the approximate age of the item? \_\_\_\_\_

H. What is the estimated value of the item? \_\_\_\_\_

**II. MAINTENANCE/INSTALLATION REQUIREMENTS**

A. Will this donation require costs for installation or maintenance? Yes \_\_\_ No \_\_\_

B. If so, describe: \_\_\_\_\_

C. Have funds been included in the donation to cover these costs? Yes \_\_\_ No \_\_\_

D. If not, has facilities/technology services waived this requirement? Yes \_\_\_ No \_\_\_

E. Are services or utilities hookups required? Yes \_\_\_ No \_\_\_

F. If so, can these be provided within a reasonable cost? Yes \_\_\_ No \_\_\_

G. Approval as needed from Facilities/Technology Departments:

Date: \_\_\_\_\_ Facilities Services \_\_\_\_\_

Date: \_\_\_\_\_ Technology Infrastructure \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Director's Signature Date

\_\_\_\_\_  
Deputy Superintendent's Signature Date

**EXHIBIT 2**

Frederick County Public Schools  
**GUIDELINES FOR DONATED COMPUTER EQUIPMENT**

- Donations of computers should only be accepted with a minimum quantity of ten computers.
- Complete systems (CPU, monitor, keyboard, and mouse) are preferred, but not required.
- Systems should be in good working order to assure quick turnaround and ability to be used within the system.
- The current standard for a computer is the following:
  - CPU - - minimum Intel Core 2 Duo, Intel Core I series preferred
  - Memory - - minimum 2 GB, 4 GB preferred
  - Storage - - minimum 120 GB, 250 GB or larger preferred
  - Network - - 100 MB wired Ethernet or greater and must support Wake On Lan (WOL)
  - Video - - 256 MB graphics memory
  - Monitors - - minimum 17 inch, LED/LCD required, 19 inch preferred

Laptops must support the minimum requirements listed above. In addition, prior to donation acceptance, all laptops must have the WIFI capabilities evaluated by Technology Infrastructure staff to verify the internal wireless hardware is compatible with the FCPS wireless infrastructure.

- Other computer-related equipment such as printers, external storage, and servers will be evaluated and accepted on an individual basis.