



## **GIFTS AND DONATIONS POLICY**

Canyon Rim Academy (CRA) recognizes that individuals, families and organizations in the community, including businesses, may wish to contribute money, supplies, gifts, sponsorships or equipment (hereinafter referred to as “gifts” and/or “donations”) to enhance CRA’s instructional program. All gifts or donations to CRA that are given with the intent to enhance CRA’s instructional program, including those from Crowdfunding (public) and private fundraising sources including, but not limited to, Donors Choose, GoFundMe, businesses, community groups, individuals, etc., become the property of CRA unless otherwise determined by the Principal. If gifts or donations are given to an individual administrator, teacher or staff member for their use in enhancing CRA’s instructional program, that staff member may use such item for the duration of their employment with CRA, but the gifts or donations remain at CRA once the staff member is no longer employed by CRA.

Notwithstanding the foregoing, parents and students may donate school related supplies for use in individual classrooms, such as writing instruments, paper, cleaning wipes, hand sanitizer, erasers, etc. These items are considered property of the classrooms for which they are donated.

Students, families or members of the public may also give administrators, teachers and staff members nominal gifts not to exceed \$50 per calendar year for their own use and benefit provided the intent is not to enhance CRA’s instructional program.

Any gift or donation to CRA of real property can be accepted only by the CRA Board of Trustees’ approval. The CRA Board of Trustees, Principal, or designee will not authorize the acceptance of gifts or donations that would obligate CRA to future expenditures which the CRA Board of Trustees has not approved. All gifts or donations to CRA, including those from public and private fundraising sources such as Donors Choose, GoFundMe, CrowdFunding, businesses, community groups, individuals, etc., become the property of CRA and, except as approved by the CRA Board of Trustees, shall be accepted without obligation relative to use or disposal.

Donors of equipment or materials shall be held free and without harm for any liability or expense that may arise or be caused in any way by such use by CRA staff, students or any other individuals or groups who choose to use the equipment or materials.

Any and all fundraising must be pre-approved by the Principal. Any money, gifts or donations shall go to CRA, not to the individual administrator, teacher or staff member. Any items purchased with funds received will be CRA property and subject to inventory procedures as determined by the Principal and Business Manager. Gifts, donations, money or additional supplies and equipment donated by organizations, clubs or patrons to support specific programs or extra-curricular activities should not result in unacceptable levels of disparity of allocation favoring one class, gender or grade level over another. CRA is aware of the need for parity between classrooms and is committed to appropriate distribution of gifts and donations between grade levels. In the event of a dispute regarding a disparate allocation, such shall be brought before and resolved by the Principal. CRA reserves the right to decline or restrict gifts or donations if they create inequitable environments in the school, violate state or federal laws, are not economically in the best interest of CRA, interfere with educational goals or for any other reason determined by the Principal.

### **Miscellaneous**

Gifts and donations shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco or other substances that are known to endanger the health and well-being of students.

If gifts and donations are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by CRA's Business Manager upon request by the donor. Business advertisements at CRA sponsored events are permissible where said business has provided a gift or donation in conjunction with the event.

Gifts and donations given to specific programs or CRA employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, gifts and donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. CRA employees are not permitted to accept personal payment or gratuities in any form as a precondition for purchase of any product or service.