

**SUBJECT: ACQUISITION OF FEDERAL, STATE AND PRIVATE FUNDS**

The Board encourages the pursuit of special grants directly related to the needs of the BOCES, the component school districts and the region. The Board shall approve all federal, state, or private funds.

The BOCES shall account for each federal project separately, and shall expend such funds only as authorized by the approved project application.

**Information to Participating Districts**

Letters of support from directly involved school boards or designees will be required when appropriate. Proposal abstracts will be sent to component districts and other agencies when appropriate. Participating component districts will be informed concerning approval or rejection of proposals by the District Superintendent or designee. Abstracts of final reports, including evaluation summaries, will be sent to all participating component school boards or designees where appropriate.

**Donations from Organizations or Individuals**

At times, various organizations or individuals may wish to give recognition for services received from BOCES. Such donations should be made through the appropriate Assistant Superintendent. The donation may be in the form of money or supplies/equipment. The following guidelines must be followed in accepting such donations.

**Money Donations**

- a. At no time will a donation of money be given directly to a staff person or student.
- b. All cash must immediately be sent by the recipient to the BOCES treasurer for depositing in the BOCES general operating fund.
- c. The Assistant Superintendent for Administrative Services will prepare the necessary Board resolution accepting the donation of cash. Such resolution will include designation for the appropriate use of the money.
- d. Student groups with a formal organization and faculty advisor receiving money gifts should process such gifts through their financial accounts.

**Donation of Supplies and/or Equipment**

- a. Notification of the receipt of supplies and equipment donations should immediately be sent by the appropriate Assistant Superintendent/designee to the Assistant Superintendent for Administrative Services. This should include a detailed description of the item(s) received.
- b. The Assistant Superintendent for Administrative Services will, where necessary, prepare the necessary Board resolutions to accept the donated items.

**Adopted: February 13, 2002**