

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

MONEY DONATIONS FROM ORGANIZATIONS OR INDIVIDUALS

When various organizations or individuals wish to donate money to the BOCES, such donations will be processed only through the District Superintendent or his designee. The following guidelines must be followed in accepting such donations.

**Money Donations**

1. Officers and employees of BOCES shall receive personal gifts only in accordance with Board of Education Policy 5010.
2. All cash gifts or donations to the BOCES must immediately be forwarded by the appropriate Deputy District Superintendent to the BOCES treasurer for depositing in the BOCES general operating fund.
3. The Deputy District Superintendent will prepare a Board of Education resolution accepting the money donation. The resolution will include the designation for the appropriate use of the money. Normally, the money will be credited to the divisional budget appropriate for the designated use.
4. Student groups with a formal organization and faculty advisor receiving money gifts or donations should process such gifts through the appropriate financial account.