

5202 Donations, Gifts, Sponsorships, & Fundraising

1. Purpose

- a. The purpose of this policy is to encourage community involvement and partnerships which strengthen and enhance school programs and create a climate of participation and cooperation between community organizations, private citizens and Karl G. Maeser Preparatory Academy (Maeser or Maeser Prep).
- b. Maeser is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, sponsorships, and fundraising.
- c. Maeser desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education process, threatening to the health and welfare of students, or lacking in educational merit. Maeser reserves the right to decline, restrict, or redirect donations, gifts, and sponsorships.

2. Definitions

- a. "Public funds" means money, funds, and accounts, regardless of the source from which the money, funds, and accounts are derived, that are owned, held, or administered by the state or any of its boards, commissions, institutions, departments, divisions, agencies, bureaus, laboratories, or other similar instrumentalities, or any county, city, school district, political subdivision, or other public body.
- b. "Contribution" means a voluntary gift or donation of money, service, or anything else of value, to Maeser for Maeser's use and not for the primary use of an individual employed by Maeser, and includes a philanthropic donation, admission to a seminar, vendor fair, charitable event, fundraising event, or similar event that relates to the function of Maeser.
- c. "School-sponsored" means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events or activities that are authorized by Maeser that support authorized curricular school activities, sports, classes, or programs that also satisfy one or more of the following criteria:
 - i. Is managed or supervised by Maeser, or Maeser employee;
 - ii. uses Maeser's facilities, equipment, or other school resources;
 - iii. is supported or subsidized, more than inconsequentially, by public funds, including activity funds or minimum school program dollars.

3. Guiding Principles

- a. The school will distribute tax based funds for its primary and fundamental educational functions. Those funds will be used to ensure that adequate

resources are supplied to personnel for the purpose of proper education for all students.

- b. Donations, gifts, sponsorships, and fundraising are permitted within Maeser in order to raise additional funds to augment academic, co-curricular, and extra-curricular programs, to improve facilities, and to engage private citizens and community organizations in elevating the academic, co-curricular, and extra-curricular opportunities offered at the school.
 - c. Maeser is committed to working with faculty, staff, and administration to ensure fundraisers fall under the regulations outlined by state and federal law. Additionally, Maeser is committed to assisting and supporting staff in proven, effective, successful fundraising practices that will allow Maeser to augment its budgeted programs with charitable funds.
 - d. Any funds acquired by Maeser, including donations, will be used in accordance with local, state, and federal laws. Maeser will, to the extent permissible by law, use funds in accordance with the requested intent of donors, or the stated intent of specific fundraisers.
 - e. Donations made to Maeser are funds donated to the Karl G. Maeser Preparatory Academy corporation, approved as a 501c3 entity for public benefit by the IRS. Those funds belong to the corporation and not the public, are subject to the control of the corporation's board of directors, and are to be used according to the purposes of the corporation as regulated by the IRS.
 - f. Maeser seeks to protect students, parents, teachers, coaches, administrators, advisors and staff from over-commercialization and fund raising that is exploitative, coercive, and disruptive to the educational process.
 - g. Donations or gifts 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.
 - h. Maeser will not accept contributions given with the intent to:
 - i. Award a contract or grant;
 - ii. make a procurement decision; or
 - iii. take an action relating to the administration of a contract or grant.
4. Types of Donations, Gifts, and Sponsorships
- a. Products
 - i. Maeser may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture,

office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

b. Cash Donations

- i. Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities.
- ii. All cash donations will be received in compliance with Maeser's cash handling policies.

c. Donor and Business Partner Recognition (Sponsorships)

- i. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. The Board of Directors may grant approval for the naming of buildings, structures, rooms, or other facilities in accordance with this policy.
- ii. Administration may authorize banners, flyers, posters, signs, or other non-permanent notices recognizing a donor or school business partner on the interior of Maeser buildings. Such materials shall feature the school-business partnership and not promote or endorse the business named.
- iii. Banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by Administration before the items are initiated or printed, and must meet community standards. Partisan or political advertising and advertising for 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, are prohibited.

d. Equipment, Supplies, or Goods

- i. Maeser may accept donated equipment, supplies, or goods for use in school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

e. Marketable Securities

- i. Marketable securities may be transferred electronically to an account maintained at the brokerage firm used by Karl G. Maeser Preparatory Academy or delivered physically with the transferor's

endorsement or signed stock power (with appropriate signature guarantees) attached.

- ii. All marketable securities will be sold promptly upon receipt unless otherwise directed by Maeser's Board of Directors. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Board of Directors in consultation with legal and financial counsel.
- f. Closely Held Stock
- g. Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities, and Retirement Plans
 - i. Donors are encouraged to make bequests to Karl G. Maeser Preparatory Academy under their wills and to name Karl G. Maeser Preparatory Academy as the beneficiary under trusts, life insurance policies, commercial annuities, and retirement plans.
- h. Charitable Remainder Trusts
 - i. Karl G. Maeser Preparatory Academy will accept designation as a remainder beneficiary of charitable remainder trusts.
- i. Charitable Lead Trusts
 - i. Karl G. Maeser Preparatory Academy will accept designation as an income beneficiary of charitable lead trusts.
- j. The following donations or gifts must be reviewed by the Board of Directors before being accepted:
 - i. Gifts of securities that are subject to restrictions or buy-sell agreements.
 - ii. Documents naming Karl G. Maeser Preparatory Academy as trustee or requiring Karl G. Maeser Preparatory Academy to act in any fiduciary capacity.
 - iii. Gifts requiring Karl G. Maeser Preparatory Academy to assume financial or other obligations.
 - iv. Transactions with potential conflicts of interest.
 - v. Gifts of property which may be subject to environmental or other regulatory restrictions.
- k. Maeser will not accept gifts that:
 - i. Would result in Maeser violating its corporate charter;
 - ii. would result in Maeser losing its status as an IRC § 501(c)(3) not-for-profit organization;
 - iii. are too difficult or too expensive to administer in relation to their value;

- iv. would result in any unacceptable consequences for Maeser ; or
 - v. are for purposes outside Maeser's stated mission.
- 5. Capital Donations or Gifts/Large Donations or Gift Projects
 - a. All donations or gifts for construction, maintenance, facilities renovation or improvement, or other capital equipment purchases must be approved in writing by the Board of Directors.
 - b. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the Board of Directors:
 - i. Prospective construction, maintenance or renovation plans and estimated costs;
 - ii. proposed naming opportunities;
 - iii. proposed donation or gift timeline;
 - iv. loans or financing agreements;
 - v. maintenance or upkeep requirements and costs; and
 - vi. assurances of compliance with Title IX.
 - c. The Board of Directors reserves the right to tentatively approve plans, pending donations, gifts, equity, or other conditions.
 - d. All physical facilities are owned and operated by Maeser. No part of any school facility or capital equipment may be named for a donor without the express written consent of the Board of Directors.
 - e. Maeser shall only grant naming opportunities that are consistent with Maeser's mission and educational objectives. Decisions regarding naming opportunities are within the sole discretion of the Board of Directors as outlined in Maeser's Naming Policy.
- 6. Fundraisers
 - a. The Director may approve fundraisers where the expectation is to earn up to \$10,000.
 - b. Fundraisers where the expectation is to earn more than \$10,000 must be approved by the Board of Directors.
 - c. Funds raised by a specific team or organization shall be used as directed by that organization with approval of the Director, consistent with uses authorized in this policy or the Board of Directors for fundraisers requiring Board approval. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club, or group, nor shall a student's fundraising effort affect his/her participation time or standing on any team, club, or group, except as to fee waiver requirements.
 - d. Participation in fundraising shall not affect a student's grade.
 - e. Any equipment purchased or donated through school activity fundraising efforts becomes the property of Maeser and will be added to the school's inventory.

- f. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes, or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, or team director, or any other Maeser employee or volunteer.
 - g. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items or pay for goals not met.
 - h. Approval may be denied for fundraising activities that would expose Maeser to risk of financial loss or liability if the activity is not successful.
 - i. Fundraising activities shall be age appropriate, and shall maintain the highest standards of ethical responsibility and integrity.
 - j. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
 - k. Records of all fundraising efforts shall be open to parents, students, and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.
7. Management of funds
- a. All funds, property, or goods donated or raised through fundraisers become the property of Maeser and should be used for the purpose for which they were donated and in accordance with Maeser and state policies.
 - b. The collections of funds or assets associated with donations, gifts, sponsorships, or fundraisers will comply with Maeser's cash receipts policies.
 - c. The expenditure of any public funds associated with donations, gifts, sponsorships, or fundraisers will comply with Maeser's financial expenditure policies.
 - d. Maeser employees must comply with Maeser's procurement policies and procedures, including complying with obtaining competitive quotes, bid splitting, and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
 - e. Donations, gifts, sponsorships, and fundraisers shall be directed to Maeser, Maeser program(s), or other non-profit organizations if approved by the School Director. Donations, gifts, sponsorships, and fundraisers

shall not be directed at specific Maeser employees, individual students, vendors, or brand name goods or services.

Approved 08.13.2024