

New Canaan Public Schools Donation (Grant) Procedures

Note: Any projects that impact the building and/or grounds such as furniture, fixtures, signage and landscaping, etc. need to be reviewed and approved by the Facilities Manager. Any projects that impact technology need to be reviewed and approved by the IT Manager. PTC/PFA must obtain their signature on the Donation Form if applicable.

Donations under \$1000

The donor should contact the school principal directly to coordinate.

Staff may purchase items without going through the District's Requisition/Purchase Order process.

The donor should pay the vendor directly or reimburse the staff.

The donor organization will track donations and provide a record to the Superintendent or his designee twice each year (January 1 & June 30) so that required reporting may be performed.

Donations between \$1000 and \$4999

After obtaining approval by the building principal, the donors should provide a letter detailing their donation, along with a check made payable to the New Canaan Public Schools, to either the school or the central office (please feel free to use the attached template). Please be sure the letter includes:

- The donor's name
- The amount of the donation
- The item(s) you wish to be purchased with the donation including either a quote from the vendor or a page from the website describing the item(s) and cost
- Signature by an authorized representative of the organization
- Acknowledgement of approval by the building principal

Once the letter is received, the Superintendent will review and accept the donation. Once this step is completed and the check has been received, the school will be authorized to make the purchase through the district's Requisition/Purchase Order process.

It will take approximately a week to complete the above process. If there is a time constraint related to a particular donation, please contact Tracy Haberman at 203.594.4008 or tracy.haberman@ncps-k12.org OR Theresa Lisee at 203.594.4782 or theresa.lisee@ncps-k12.org to discuss.

Updated 4/3/2018
Updated 3/7/19
Updated 12/15/20
Updated 4.19.21

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Donations for \$5000 and above

After obtaining approval by the building principal, the donors should provide a letter detailing their donation, along with a check made payable to the New Canaan Public Schools, to either the school or the central office. Please be sure the letter includes:

- The donor's name
- The amount of the donation
- The item(s) you wish to be purchased with the donation including either a quote from the vendor or a page from the website describing the item(s) and cost
- Signature by an authorized representative of the organization
- Acknowledgement of approval by the building principal

Once the letter is received, the Superintendent will review and accept the donation. It will then be added to the BOE agenda for their next meeting. After the BOE accepts the donation, the school will be authorized to make the purchase through the district's Requisition/Purchase Order process. It will take approximately a week to complete the above process. If there is a time constraint related to a particular donation, please contact Tracy Haberman at 203.594.4008 or tracy.haberman@ncps-k12.org OR Theresa Lisee at 203.594.4782 or theresa.lisee@ncps-k12.org to discuss.

If special circumstances exist that necessitate exceptions to these rules, the District will use best practices to ensure that the assets of the town are protected

The balances in all donation accounts will be reviewed twice a year by the Staff Accountant and Budget Director.

If the donation was greater than the final amount spent on the item/project, the donor will be contacted. The donor may choose to receive a refund of the excess money or they may redirect the money to a different item/project.

If the donation did not cover the final cost of the item and/or project, and previous arrangements had not been made to cover the overage with the District operating budget, then the donor will be asked to provide the additional funding.

Miscellaneous overages such as shipping costs will be covered by the District.

Updated 4/3/2018
Updated 3/7/19
Updated 12/15/20
Updated 4.19.21