

COMMUNITY RELATIONS	1000
<u>GIFTS AND SOLICITATIONS</u>	1300
GIFTS AND CONTRIBUTIONS TO THE SCHOOLS	1301

The Superintendent will recommend to the Committee the acceptance of gifts and offers of equipment for the school district. Building Principals will recommend to the Superintendent the acceptance of gifts and offers of equipment for their school. A report of gifts will be presented to the Committee for acceptance at least quarterly, except that any individual gift greater than \$5,000 will be presented to the Committee within one month of receipt. Once accepted by the School Committee, gifts become the property of the Melrose Public Schools.

No advertising or promotion may be involved in any donation to the public schools unless specifically approved by the Melrose School Committee.

The Committee directs the Superintendent to assure that an appropriate expression of appreciation is given to donors on a timely basis.

The Superintendent will implement, and keep updated, administrative procedures that give effect to this policy.