

TO: All FPS Teachers

FROM: Edward J. Gotgart, Chief Operating Officer

DATE: September 8, 2014

RE: Gift Policy

We hope your new school year is off to a good start. As we enter the new academic year, we thought it would be helpful to review again the Gift Policy of the district and to comment on a potential source of support for classrooms, Donors Choose, that many of you have already pursued.

The FPS policy on Gifts is attached, and there are some basic principles that you should keep in mind:

- Any gift or donation solicitation must comply with the standards established in the Gift Policy, specifically meeting the test of compatibility and sustainability
- Any grant application must have prior approval from the Superintendent's Office (Nancy Piasecki) and the Grant Financial Manager (Mikaele Neves);
- All gifts, donations and grants must be to the Framingham Public Schools and not to individuals or departments;
- Items purchased with gifts, donations or grants become the property of the Framingham Public Schools.

We strongly recommend that if you have questions about the above that you contact either Nancy Piasecki or Mikaele Neves before you make any decisions related to gifts, donations or grants.

This raises the issue of Donors Choose and how that program relates to FPS and this policy. Donors Choose allows teachers to request support for their classrooms, and that support can come in many forms. Because the gifts are made directly to a classroom via the teacher, there is no need to gain prior approval from the Superintendent's Office or the Grant Financial Managers' Office. However, consistent with the Gift Policy, any items requested from Donors Choose must meet the following standards:

1. All requests should be approved first by the building Principal;
2. Items requested must support the current curriculum or a planned curriculum as identified by the Office of the Chief Academic Officer;
3. Any technology items must be approved by the Technology Department so that they can support your requests for technology;
4. All items purchased remain the property of the classroom that the donor has selected.

We are very supportive of Donors Choose, but we must all be mindful of the impact that such donations have on our school system. We certainly want the donors to see the benefits of their donations in action, but we can only do that if we work together and ensure compliance with the purposes and intent of the Gift Policy.

Thank you for your efforts to make our classrooms exciting and challenging places for our students. Please let us know if you have any questions or concerns.

File: JPA

FUNDRAISING AND COMMERCIAL SOLICITATION

Solicitations

As a general policy there will be no solicitation within the schools for any purpose whatsoever.

The foregoing policy is for the purpose of insuring maximum instruction time for the student and in no way reflects a negative attitude toward any of the very worthwhile civic and charitable activities sponsored within the community, either on a strictly local basis or as part of a regional, state, or national activity. The above does not apply when buildings are rented by an organization.

Any request for the exception to this rule must be submitted in writing to the Principal at least 30 days prior to the implementation of the requested activity.