

Dr. Traci L. McCaudy
Superintendent

David M. Chambers
Treasurer

Fremont City School District Permanent Improvement Gift Policy

Before the Board of Education will permit entry on school property in connection with a gift of any permanent improvement, or will accept a gift of any permanent improvement or any labor or materials in connection with a permanent improvement, the individual or non-governmental organization proposing the gift must satisfy the following criteria, as applicable:

1. Fiscal Responsibility:

- a. Funds sufficient to complete the gift must be immediately available prior to beginning acquisition or construction or the donated item(s) must be owned in full.
- b. Gift expenditures must be approved by the designated school administrator and by the Board of Education.
- c. No new gifts may be given or started by the same individual or non-governmental organization until all prior gifts are finished and final bills paid.
- d. The individual or non-governmental organization proposing the gift must make appropriate arrangements for:
 - (1) liability insurance for those working on the gift; and
 - (2) securing the gift site.

2. Design and Build Responsibility:

- a. The following scope of the gift must be approved by the Board of Education:
 - (1) Design Plans;
 - (2) Preliminary Schedule; and
 - (3) Site Impact.
- b. Changes in the scope of the gift must have prior approval of the Board of Education.
- c. All phases of the gift must have proper permits and inspections.
- d. The designated school administrator and Board of Education shall be given regular reports on the status of the gift.

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FACILITY PERMANENT IMPROVEMENT GIFT PROPOSAL GUIDELINES

1. All boosters, PTO groups, foundation groups, etc., that would like to donate facility permanent improvement gifts to the district must follow the facility donation guidelines.

Definition: FACILITY GIFTS include items such as but are not limited to:

Furniture	Sidewalks	Air Conditioners
Landscaping	Painting	Playground equipment
Cleaning equipment		Any equipment requiring electricity/plumbing

2. Groups must obtain facility donation proposal forms from the Director of Facilities/Operations.
3. The completed form must be returned to Director of Facilities/Operations. Gift(s) must be approved through Athletic Council, the Operations Committee, or both, if necessary with final approval provided by the Fremont Board of Education prior to any work being started.
4. Donator may be asked to present proposal to appropriate committee so that details/questions may be addressed.
5. Fremont City Schools must be provided financial assurances or actual monetary donation prior to work being initiated.
6. All required documents (for example BCI/FBI, insurance, worker's compensation, DMA) must be on file with the Director of Facilities prior to any work on Fremont City Schools property/facility.
7. The work timeline established by the Director of Facilities will be followed. Any alterations due to changes in the scope of the gift must be preapproved through the Director of Facilities and with the final approval of the Fremont Board of Education.
8. The gift will become a donation to the Fremont City Schools Board of Education and thus comes under the jurisdiction of the Board. It then becomes the district's decision for maintenance timeframe(s) and procedures.

STRONG ACADEMICS + STRONG CHARACTER = STRONG COMMUNITY

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FACILITY PERMANENT IMPROVEMENT GIFT APPLICATION

Date of Submission: _____

Donator: (Name) _____

(Address) _____

(City, State, Zip) _____

Contact Person: _____

Phone: _____ Cell: _____

Fax: _____

Facility Site: _____

Facility Donation Proposal: _____

(Attach additional information if necessary.)

Proposed Cost: _____

Actual Cost: _____

Timeline for Installation/Work to be Completed: _____

Personnel/Vendor to Complete Proposal: _____

Director of Facilities/Operations Completes This Section	Documentation	Date
Committee to Review Proposal _____	Design Plans <input type="checkbox"/>	_____
Date of Review _____	Preliminary Schedule <input type="checkbox"/>	_____
Approve _____ Disapprove _____	Permit (s) <input type="checkbox"/>	_____
Board Donation Date _____	_____ <input type="checkbox"/>	_____
Signature _____	_____ <input type="checkbox"/>	_____
(Director of Facilities/Operations)	Liability Insurance <input type="checkbox"/>	_____
	Inspection <input type="checkbox"/>	_____

Donator has agreed to pay the full amount of donation.

Signature _____

Date _____