

# DONATIONS TO THE SCHOOL

FIS

4004A

Policy overview: Sets procedures for soliciting and receiving donations on behalf of the school.

---

\* \* \*

## Donation procedures

1. Donations to the school may be officially solicited by the following:
  1. Kawaikini faculty and staff (with prior approval of the Director)
  2. Members of Kawaikini's Governing Board (GB) with prior approval of the GB's Resource Development Committee..)
  3. Members of Kawaikini's Nā Hulu Mākua (NHM) board with prior approval of the GB's Resource Development Committee
2. Donations to the school will be classified as follows:
  1. Cash donations up to \$250
  2. Cash donations of \$250 or more
  3. Donations of durable goods (equipment & supplies)
  4. Donations of consumable goods (food, etc.)
3. Solicitation
  1. Kawaikini Administration GB President may use Kawaikini official stationery.
  2. Kawaikini faculty and staff and GB officers may use Kawaikini official stationery with approval from ED or GB President
  3. Kawaikini NHM should use stationery indicating that the solicitation is being made by NHM. This stationery may incorporate the Kawaikini logo but must be distinguishable from Kawaikini's official stationery.
4. Upon donation
  1. Donations are recorded using Donation Receipt Log
  2. Cash donation is turned into Kawaikini's Administrative Manager along with Donation Receipt Log
  3. Kawaikini's Administrative Manager sends a donation receipt letter to the donor using the information provided in the Donation Receipt Log.

\* \*

ADOPTED:	08/17/23
REPLACES:	<a href="#">9/17/09</a> , 7/26/12
SOURCE:	
LEGAL BASIS:	HRS §302D-12
DOCUMENTS IMPACTED:	