



Spectrum Academy Board of Directors		
Policy: DONOR'S CHOOSE RESOURCE OWNERSHIP		
Approved:	Revised:	Monitoring: As Needed

Purpose

The purpose of this policy is to clarify ownership of resources obtained through Donor's Choose.

Policy

1. Applying for Materials, Equipment, or Other Resources

- 1.1. Teachers and qualifying Related Services staff at Spectrum Academy "School" are encouraged to apply through Donor's Choose for any resources they feel will help them provide a better learning experience for their students.
- 1.2. Staff who are awarded resources must report the award, including a list of all resources requested, to their building principal or Related Services Director.

2. Receiving Resources

- 2.1. Materials should be sent to the School where the employee works. This does *not* apply to projects where the staff explicitly describes the intent for materials to be given to the students to use and own, such as projects for take-home books, distance learning projects for students or Warmth, Care & Hunger projects.
- 2.2. Administrators are responsible for inventorying and applying asset tags to non-consumable materials prior to the use of the materials.

3. Ownership of Materials

3.1. All materials are the property of the School at which the staff was employed when resources were ordered. The staff who created the project is the sole steward of the donation while employed at the school, carrying out the project for which the materials were donated.

3.2. If the staff moves schools after posting a project, but before materials arrive:

As long as the new school is public, the staff remains eligible, and the project can be carried out with the same anticipated outcomes in the new school, staff can update the school information in their account and continue with the project. This also applies to



projects that are fully funded during the summer break, when staff are most likely to move schools. At any point before project implementation, the staff can have their materials shipped to the school at which they work.

3.3. If the employee moves within the School:

Materials should remain at the School and continue to be used by the employee's current and future students, even if the employee moves grade levels or subject areas. (This does not apply to consumables or other single-use items.) If the materials are no longer of use to the employee who requested them, they can be given to another employee in the School to use with his/her students, and that employee becomes the steward.

3.4. If the employee moves schools after their project is implemented:

Standard project materials and teacher-use materials should remain at the employee's original School if an employee leaves after receiving the materials, unless both of these criteria are met:

- The employee will continue to teach in an eligible public school and in a position that meets the original eligibility criteria.
- The employee's administrator gives consent for the employee to take funded materials to use in his/her new classroom

3.5. Any employee that takes materials obtained through Donor's Choose out of the School building without permission from administration will be referred to law enforcement.