Donation and Gift Giving Policy

The purpose of this policy is to delineate guidelines governing the acceptance of gifts by employees, board members, and certain third-party vendors and to provide guidance to stakeholders and prospective donors if making gifts to individuals or the organization.

OCS appreciates any donor, parent/family member, or stakeholder who is interested in donating to our organization, and encourages families to participate in our Annual Family Giving Program. If stakeholders have any questions about a particular gift or donation, please reach out to the Executive Director. To avoid potential conflicts of interest or violations of law, OCS will not:

- Accept gifts that violate applicable law;
- Accept gifts that require OCS to provide special consideration or treatment to any stakeholder, donor, entity, etc.;
- Accept gifts that require OCS to deviate from its normal hiring, promotion or contracting procedures;
- Accept contributions in the form of patents, licenses, retirement plans, and life insurance;
- Accept gifts from organizations whose core activities may be in direct conflict with the mission of OCS.

When required, the Executive Director will consult with the Board of Directors regarding concerns about specific gifts prior to acceptance. OCS respectfully reserves the right to refuse any gift it believes is not in the best interest of the organization.

Additionally, OCS employees may not accept any gifts on behalf of the School without the prior consent of the Executive Director.

Under no circumstances shall OCS employees accept individual gifts from parents or stakeholders worth in excess of $150. The coordinated gifts from families in a class typically given anonymously several times a year are exempt from this rule.

Financial support in any form for rent, car payments, insurance, or other personal expenses are strictly prohibited.

Board adopted: _____