

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure D-15 PIP-11
External Funding – Private Funding for Building and Grounds Improvement

General Guidelines

Arlington Public Schools will allow contributions for capital projects from private sources provided that the intended project does not create inequities among schools. Private sources are defined as all sources other than Arlington Public Schools, Arlington County and the Commonwealth of Virginia.

Proposals to provide financial support for capital projects must be reviewed in advance of any such activities as follows:

1. To what extent does the project adhere to Arlington Public Schools technical and educational specifications?
2. Does the project create inequities among schools?
3. To what extent does the project result in ongoing maintenance or other operating costs? Does the donor provide additional funds for this type of added costs?
4. What impact does the project have on safety, security, or other school operations?
5. To what extent does the project meet the Arlington Public Schools capital program goals?

Proposals must include a plan for financial support and assurances that the source(s) donating the funds will meet the agreed upon financial obligation.

Proposals will be reviewed according to the criteria stated above in guideline 1. Depending upon the anticipated cost of the project, the following approval processes will be used:

1. Projects estimated at less than or equal to \$15,000 will be reviewed and approved by the principal and then by the Superintendent (or designee).
2. Projects estimated between \$15,001 and \$100,000 will be reviewed and approved by the principal, the Assistant Superintendent for Facilities and Operations (or designee) and by the Superintendent (or designee).
3. Projects estimated at greater than or equal to \$100,001 will be reviewed and approved by the principal, the Assistant Superintendent for Facilities and Operations (or designee), by the Superintendent (or designee) and by the School Board.

It shall be the responsibility of the principal to ensure the interests of the school community are considered throughout the review and approval process.

Following approval, regardless of the estimated cost of the project, a Memorandum of Understanding or comparable document will be written and signed by the donor and the School Board or Superintendent. This formal document will draw information from the donor's proposal and will outline all details of the project and funding for the project.

It is preferable that private funds donated to finance the project are transferred to Arlington Public Schools for expenditure.

While the donor will supervise all fundraising activities associated with the project, the Assistant Superintendent of Facilities and Operations (or designee) will supervise the project itself.

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Project Ownership

Unless other arrangements are made in the Memorandum of Understanding, upon completion, all improvements made during the project become the property of the Arlington Public Schools.

Acknowledgement

An appropriate acknowledgement by the appropriate administrator will be sent for all contributions sent for capital project.

References

None

Policy Implementation Procedure Adoption and Revision History

Adopted October 4, 2007, Effective October 4, 2007

Renumbered (former PIP 40-1.20.11) effective July 1, 2018