



File EJB

**ACQUISITION, MAINTENANCE AND CONTROL OF DONATED
MATERIALS AND EQUIPMENT**

The Board encourages school community initiatives that provide additional resources for the schools. It recognizes the value of playground equipment, computer hardware/software, and sports or other equipment that accrues as a result. The following procedures will, however, be followed by Advisory Council for School Leadership or other parent or community groups or organizations considering either the acquisition of same for schools, or the major renovation or retrofitting of existing equipment.

Acquisition or major renovation

The group or organization will involve the Principal and staff at the early stage. The ongoing input will be sought for all aspects of the projects: educational considerations, safety standards, aesthetics, costs, etc. Senior Administration will be informed of developments as they occur, and will give approval before the project proceeds.

Maintenance and control

Equipment furnished becomes school property and is placed on the school's inventory listing, under the school's control. Usual maintenance requirements are to be submitted to the Division Office through established channels. (See also FC)