



## Donations Accepted for Educational or Literary Purposes

This document outlines the types of donations accepted by Louisiana Key Academy (LKA) for educational or literary purposes, along with guidelines, criteria, and acknowledgment procedures.

### 1. Purpose of Donations

In accordance with Louisiana Department of Education (LDOE) expectations for stewardship of resources and support of instructional programs, LKA accepts donations that directly enhance educational or literary initiatives. Donations must contribute to improved student outcomes, promote equitable access to instructional materials, and align with state educational priorities. Donations are accepted to support and enhance the educational mission of LKA. These contributions provide supplemental resources that enrich instruction, promote literacy, and improve student learning experiences.

### 2. Types of Acceptable Donations

#### A. Monetary Donations

- Funds designated for general educational use
- Restricted donations for specific programs (e.g., literacy initiatives, classroom supplies, technology enhancements)
- Grants from individuals, businesses, or charitable organizations

#### B. Educational Materials

- Books (new or gently used), including:
  - Early literacy books
  - Decodable readers
  - Chapter books appropriate for grade level
- Instructional materials such as:
  - Workbooks
  - Supplemental curricular resources
  - Classroom manipulatives

#### C. Technology Donations

- Laptops, tablets, or Chromebooks
- Projectors, smart boards, or classroom audio systems
- Software licenses that support instruction or literacy development

*All technology donations must meet LKA's compatibility and security requirements.*

## D. Classroom Supplies

- Art materials (paper, crayons, markers, paint, etc.)
- Organizational supplies (folders, bins, binders)
- General classroom items (whiteboards, posters, learning tools)

## E. Furniture and Equipment

- Age-appropriate student desks or seating
- Bookshelves or classroom storage
- Literacy centers or instructional furniture

*Furniture donations must be evaluated for condition, safety, and usability.*

## 3. Donation Acceptance Criteria

All donations are evaluated based on Louisiana Department of Education standards for safety, instructional value, and equitable access. LKA reserves the right to accept or decline donations based on:

- Alignment with LDOE educational goals, including literacy development, accessible learning materials, and evidence-based instruction.
- Condition and quality of items, ensuring they meet state expectations for student safety and usability.
- Age and content appropriateness as defined by state curriculum guidelines.
- Technology compatibility with state-approved systems and data security requirements.
- Capacity for implementation, including storage, maintenance, and staff support.

Items that are damaged, outdated, misaligned with curriculum standards, or unsuitable for student use may be declined.

## 4. Donation Approval Process

1. **Submission:** Donor submits description of items or monetary intent to the school office.
2. **Review:** Operations team and relevant instructional leads review the donation.
3. **Decision:** Approval communicated to donor within an appropriate timeframe.
4. **Receipt/Drop-off Coordination:** Scheduled with school operations staff.
5. **Documentation:** All accepted donations are recorded for audit and reporting purposes.

## 5. Acknowledgment Procedures

- A formal acknowledgment letter will be provided for all accepted donations.
- Monetary donations will receive a receipt indicating the contribution amount.
- For physical items, donors are responsible for determining the fair market value for tax purposes.
- LKA does not assign monetary value to donated items.

## **6. Restrictions and Disclaimers**

- Donations must comply with all Louisiana Department of Education policies, including those related to instructional materials, technology use, student safety, and data privacy.
- Items containing inappropriate, commercial, or non-instructional content may not be accepted.
- Donations cannot obligate the school to ongoing financial commitments unless expressly approved.
- Once accepted, all donations become the property of LKA and may be used, redistributed, or repurposed in accordance with LDOE resource management guidelines.
- LKA does not assign monetary value to donated items; donors are responsible for determining value for tax purposes.

## **7. Contact Information**

For questions or to initiate a donation request, please contact: [finance@lakeyacademy.com](mailto:finance@lakeyacademy.com)