

Hawai'i State Department of Education

Donation-Gift or Collaboration FAQs



What is needed to help our public schools?

- *Donations of hotspots with funding for monthly fees.
- *Community-based online tutoring hubs.
- *Part-time internships for students.
- *Personal Protection Equipment (PPE).
- *Meal service support- extension to ohana
- *Donation of devices within HIDOE specifications.
- *Technology training for parents.
- *Neighbor island and rural area freight support.
- *Cleaning supplies

Will the HIDOE accept all donations, gifts, and/or collaboration opportunities?

The Department understands that cultivating generations of engaged learners and active, caring citizens requires a network of government, business, industry, and community relationships. While many donations, gifts, and collaboration opportunities may be accepted and/or stewarded by the HIDOE, the Department must exercise due diligence to maintain compliance with federal and state laws, as well as internal policies and standards of practice. A few key guidance documents are highlighted below to provide all potential donors with a better understanding of the Department's compliance parameters.

BOE Policy 303-12 Commercialism	HI Rev Stat §84-13 (2015) Fair Treatment	HI Rev Stat §84-11 (2015) Gifts
HAR §8-45-1 Community Sponsored Activities	HAR §8-46-1 Fundraising Drives Among Students	

How do I contribute a donation or gift, or present a collaboration opportunity to the HIDOE?

Please complete and submit the [Donation-Gift Intake Form](#). This form helps the Department to understand the nature of your donation or gift, and allows us to determine the most effective way to accept and process the contribution.

What are the steps involved in contributing a donation or gift, or extending a collaboration opportunity to the HIDOE?

View the our process outlined in the [Donation-Gift or Collaboration Processing Flow Chart](#)

We want to move quickly to get going with our donation, gift, or collaboration with the HIDOE. How fast can we expect to receive approval to move forward?

Potential donors should know that the process of reviewing and approving a donation, gift, or collaboration opportunity cannot happen instantly. The Department is an extensive state agency with layered approval levels. Depending on the extent of acknowledgement, publicity, or promotion desired as a condition of a donation, gift, or collaboration opportunity, the timeline for processing will vary. In general, estimated time frames that can be expected are:

- For donations/gifts with no conditions of acknowledgement: 3- 5 working days
 - For donations/gifts with request for simple acknowledgement request: 8-10 working days
 - For donations/gifts or collaboration requesting publicity or promotion: 10-15 working days
 - For collaborations needing sponsorship/other agreements: 20-30 working days*
- (*additional time needed as Attorney General and/or Ethics Commission review may be required, as well as Superintendent review/approval)

While we wait for approval, are we able to announce our donation, gift, or collaboration plans?

Potential donors are requested not to begin execution of plans, media releases, or other activities related to the proposed donation, gift or collaboration opportunity until approval has been given by the Department, and if necessary, until the appropriate agreement forms are signed by all parties involved.

Are we able to take photography or capture video/audio clips of students and families to use in publicity?

Photography or video/audio capture of students and families is carefully monitored and may be restricted due to privacy laws. Please provide request details on the Donor-Gift or Collaboration Intake Form for consideration.

Questions? Please contact Dolly Wong via email at dolly.wong@k12.hi.us.