



TEMPLE CITY UNIFIED SCHOOL DISTRICT

Committed to 21st Century Academic Excellence

Board of Education Members

Matt W. Smith • Donna Georgino • Mike Lin • Kenneth Knollenberg • Melissa Espinoza

Superintendent

Dr. Kimberly Fricker

Gifts, Grants and Bequest Approval Form

Temple City USD - BP 3290

Instructions: Originator fills out Sections 1, 2, and 3 and send Original to Business Services and keep photocopy.

1. To: Business Services

From: _____

The following is proposed to be gifted to the District by: _____

Signature of Donor: _____ Date: _____

Address: _____

2. CASH – Amount: \$_____._____ (Write in N/A if donation is not a cash donation)

3. EQUIPMENT: Technology* Supplies Materials Other

Donations other than cash may be utilized by the District, sold or otherwise disposed of consistent with Board Policy

QTY	Description	Make	Model	Warranty	Serial #	Loc Campus	Est. Cost/Value
<i>*See attached sheet for additional items/details</i>							
<i>Other estimated costs (Installation, surcharge, etc.)</i>							
Total Cost							

Intended Use: _____

Recommended: _____
(Principal Signature)

Date Submitted: _____

* IT Director Comments/Review: _____

4. ACCEPTANCE

Approved: _____ Date of Board Meeting: _____

Disapproved by: _____ Date: _____

Gifts, Grants and Bequest Approval Process

Temple City USD - BP 3290

The Governing Board may accept any gift, grant, or bequest of money, property or services to the District from any individual, private agency or organization, or other public agency that desires to support the District's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of District students or its ability or commitment to provide equitable educational opportunities.

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the District's vision, philosophy, and operations. If the Board believes the District will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

1. In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:
2. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
3. Entail undesirable or excessive costs
4. Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or District policy
5. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

Any gift of books and instructional materials shall be accepted only if they meet regular District criteria for selection of instructional materials.

All gifts, grants and bequests shall become District property. Donors are encouraged to donate all gifts to the District rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

All items intended to support the instructional programs within the Temple City Unified School District must go through the gifting process to ensure that they meet the instructional needs of the district.

Giftng Protocol

Please note, that donations cannot be accepted prior the completion of the process. This process may take 4-6 weeks to complete. All donations to the Associate Student Body will follow the ASB donation rules and guidelines.

Step 1: All donors should schedule a meeting with the intended recipient and site administrator to discussed the donation and the intend use/outcome.

Step 2: The donor should complete **sections 1, 2 and 3** of the **Gifts, Grants and Bequest Form**. If more than one type of item is being donated, please attached a list of details on a separate sheet of paper.

Step 3: If the donation is recommended for approval by the administrator, they will indicate their approval by signing the form.

Step 4: All technology donations, hardware or software, will need to be reviewed by the Technology Services Department to ensure the donation is sustainable and does not interfere with district operations.

Step 5: Business Services will review all proposed donation with executive cabinet, which meets on Tuesday afternoons each week.

Step 6: Business services will notify site administration if the donation has been approved or not. Next steps will be provided based on the type of donation.

Step 6: The site administrator will communicate the approval of the donation and next steps with the donor.