

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

ADMINISTRATIVE REGULATION -- GIFTS, GRANTS AND BEQUESTS

AR 3290

Gifts

All gifts received and accepted by the County Board of Education shall become the property of the Santa Barbara County Education Office.

Before a gift has been accepted, the County Superintendent or designee shall consider whether the gift:

1. Entails undesirable or excessive costs;
2. Implies endorsement of any business or product;
3. Imposes conditions or restrictions the County Education Office does not choose to, or would not be able to, satisfy.

Gifts that are not accepted shall be acknowledged and refused, with appreciation. Gifts and contributions that are accepted must be received, acknowledged, and utilized in accordance with these administrative regulations.

Following acceptance of gifts by the Board of Education, acknowledgement letters shall be sent to each donor in the name of the County Board of Education and the County Superintendent of Schools.

Gifts in the form of equipment shall be marked and inventoried in accordance with established procedures.

Contributions

All funds contributed as gifts shall be deposited in the County School Service Fund, credited to the appropriate account, and identified as to purpose and source. Checks shall be made payable to the Santa Barbara County Education Office.

Collection of Funds/Fund-Raisers

No solicitation of funds or gifts to benefit a program operated by the County Education Office shall be conducted without the prior written approval of the Superintendent or designee.

Any funds collected through fund-raising activities shall be processed by appropriate accounting procedures established by the Fiscal Services office.

APPROVED BY COUNTY SUPERINTENDENT:
REVISED:

July 3, 1975
February 3, 1994
April 7, 1994
June 5, 2003