

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Gifts, Grants and Bequests

Non-Monetary Gifts and Monetary Gifts of Any Amount

Any individual, company or entity wishing to make a gift, donation or bequest to the district shall meet with the Chief Financial Officer or designee, and a "Gift Proposal Form" shall be jointly completed. The Request for Donation Approval shall detail the nature of the gift, donation or bequest and shall specify any limitations or special terms, if any, require for acceptance of the donation.

The Chief Financial Officer shall cause to be completed the remaining portions of the "Request for Donation Approval" and shall present the request to Cabinet. Cabinet, after discussing the proposed donation and after carefully considering the terms and conditions of such request, shall prepare a recommendation to the Board with conditions relative to acceptance.

Points of Consideration by Persons Authorized to Accept Gifts

In the review process, authorized managers shall consider the following:

1. Will acceptance of the donation obligate the district to in-kind match either financially or in materials or labor?
2. Will acceptance of the donation add to staff load?
3. Will acceptance establish a new program which, when the donated funds are exhausted, will lead to an unwelcome continuance of the program with other district funds?
4. Will acceptance of the donation lead to additional operational or maintenance costs where funds may not be available to continually support the donation?
5. Will acceptance lead to any restrictions on any school program?
6. Will acceptance be inappropriate or harmful to the best education of students?
7. Will acceptance of the donation imply endorsement of any business or product?
8. Will acceptance conflict with any school codes, public laws, or the philosophy and objectives of the district?
9. Will acceptance of the donation require design review and/or review by another agency for building and/or health and safety code compliance?

Regulation approved: 5/10/94;

Regulation revised: 11/8/94; 3/21/06