BUSINESS SERVICES

Gifts, Grants and Bequests Approval Process

Paramount USD - BP 3290

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

The donor should complete the **Gifts, Grants and Bequests Approval Form**. If more than one type of item is being donated, please attach a list of details on a separate sheet of paper.

Step 2

If the donation is recommended for approval by the administrator, they will indicate their approval by signing the form and forward it to either Business Services or appropriate department if it is an item needing inspection. Site Administrator does **not** take possession of donation at this time.

Step 3

All items (equipment, supplies, and goods) donations *must be inspected* by the appropriate department (i.e. Technology, M&O, Music Dept., etc.) to ensure the donation is sustainable and does not interfere with district operations. The appropriate department will contact the donor to make arrangements for the inspection. All monetary donations must be attached to the approval form with a completed bank deposit form. *Please note all cash/ checks received are considered public funds and must be used to support the educational mission.*

Step 4

Business Services will review all proposed donations with Executive Cabinet, which meets each week.

Step 5

Business Services will notify site administrator if the donation has been approved or not. Next steps will be provided based on the type of donation.

Step 6

Once the Board has accepted the donation, the site administrator will communicate the approval of the donation and next steps with the donor. If the donation is an item, Warehouse Staff will be required to tag and enter the donation into District inventory.

Gifts, Grants and Bequests

Paramount 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.

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

- Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
- Entail undesirable or excessive costs
- Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or District policy
- 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 items intended to support the instructional programs within the Paramount Unified School District must go through the gifting process to ensure that they meet the instructional needs of the district.

PARAMOUNT UNIFIED SCHOOL DISTRICT

Gifts, Grants and Bequests Approval Form

Board Policy 3290

Instructions: *Originator to complete and submit to Business Services.*

DONATION MADE TO SCHOOL SITE OR OFFICE:

Note: Board Policy No 3290 - 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.

DONOR INFORMATION

DONOR IS: ◉ Individual ○ Organization/Company

Donor Name: _____
(*as it will appear on Board Agenda)*

Contact Person: _____ Telephone Number: _____
(*for Organization/Company)*

Donor Mailing Address: _____
(*include City, State & Zip Code if other than Paramount*)

Donor Email Address: _____

DONATION DESCRIPTION

Check one: ◉ Cash/Check ○ Item ○ Service ○ Other (*please specify below)*

Intended Use for Gift: _____
Donations other than cash may be utilized by the District, sold or otherwise disposed of consistent with Board Policy.

CASH – Amount: $_____ **CHECK #:** _____ **Amount: $**_____

Describe Item in Detail (include Make, Model, Serial Number & Estimated Value):

Recommended: _____ **Date Submitted:** _____
(Principal Signature)

For item review: IT Director/M&O/Music Dept. Comments: _____

ACCEPTANCE

Approved: _____ **Date of Board Meeting:** _____

Disapproved by: _____ **Date:** _____

Asset Tag # _____ **Note:**