

CALLEN ISD

GRANTS, GIFTS, AND DONATIONS PROCEDURES



Goal: To establish clear guidance for the approval, acceptance, and management of grants, gifts, donations, and crowdfunding, ensuring all contributions comply with District policies and procedures.

Applicable Board Policy:

- CB (Local) — State and Federal Revenue Sources
- CDC (Legal) & CDC (Local) — Other Revenues: Gifts and Solicitations

Section 1: Grants

For purposes of these guidelines, “grants” refer to funding or awards received from outside private sources, not state or federal grants. Outside private sources include private, community, corporate, foundation, and non-profit organizations, as well as other non-state and non-federal entities.

Important Note: Federal and State Grants awarded through Texas Education Agency (TEA) or other similar federal or state agencies are governed by the procedures outlined in the **Calallen ISD State-Federal Grants Manual** and must follow those established requirements.

Approval Process:

Employees must obtain prior approval from their campus or department administrator and the Superintendent before applying for a grant. Approval is requested by submitting an **Authorization for Grant Application Form** with all required supporting documentation.

The Superintendent will evaluate each proposal to ensure it:

- Aligns with the District’s mission, goals, and strategic plan
- Does not impose restrictions on school programs
- Does not create unreasonable or hidden costs or obligations for the District

The Superintendent reserves the right to deny any grant application at any time and for any reason.

Once the Authorization for Grant Application Form is approved, applicants must ensure the final submitted application reflects only the ideas and plans outlined in the approved documentation.

Use and Management of Grant Funds:

All grant funds must be awarded and disbursed directly to Calallen ISD. Purchases made with grant funds must comply with all District **Purchasing Procedures**. Any items or services purchased with grant funds become the sole property of the District.

Section 2. Gifts and Donations

For purposes of these guidelines, “gifts” and “donations” are interchangeable and refer to monetary or non-monetary contributions made to the District from external, private sources. Donations may include supplies, materials, equipment, furniture, real property, food items, or funds. They do not include volunteer hours, discount codes, or services rendered outside the school program.

Important Note: Items purchased with District funds to be given as gifts to employees, students, individuals, families, or outside organizations are strictly prohibited. For more information, see **Incentive and Awards Procedures**.

Approval Requirements:

All donations require prior approval by the Superintendent, in accordance with Board Policy. Potential donors must submit a **Donation Acceptance Request Form** for review. Donations valued at \$50,000 or more, or any donation involving real property, also require Board approval. All Superintendent-approved donations are reported quarterly to the Board for informational purposes.

Before accepting or recommending a donation, the Superintendent will consider whether it:

- Aligns with the District’s mission, goals, and strategic plan
- Does not impose restrictions on school programs
- Does not create unreasonable or hidden costs or obligations for the District

The Superintendent reserves the right to refuse any donation at any time and for any reason. While the District will make every effort to honor donor intent, the Superintendent retains final authority to determine how all donated funds are used, consistent with District policy.

Monetary vs. Non-Monetary Donations:

The District **prefers monetary donations** over non-monetary contributions. All monetary donations shall be deposited into an official District account. The District assumes no obligation to maintain or replace donated items or items purchased with donated funds once they are worn, damaged, lost, or destroyed.

Ownership and Use of Donations:

Once accepted, a donation becomes the sole property of the District. Additionally, all donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

All items purchased with donation funds must follow all policies and procedures outlined in the District’s **Purchasing Procedures**.

Section 3. Crowdfunding

For purposes of these guidelines, “crowdfunding” refers to raising small amounts of money from a large number of people, typically through an online platform. Crowdfunding is allowed when conducted through District-approved sites and when the proposed project aligns with the District’s mission, goals, and strategic plan; does not impose restrictions on school programs; and does not create unreasonable or hidden costs or obligations for the District. The District-approved crowdfunding sites are **DonorsChoose.org** and **Amazon.com Classroom Wish Lists**. When in doubt, employees intending to use crowdfunding are responsible for obtaining prior approval from their campus or department administrator before creating or sharing a crowdfunding site.

Employees using crowdfunding sites shall not:

- Seek funds for personal or political purposes
- Request general monetary donations without a defined project or initiative
- Transfer donations between campuses
- Request that donated items be mailed to personal addresses
- Portray or imply that the crowdfunding campaign represents the District as an organization rather than the individual employee or classroom
- Pressure parents, staff, or others to contribute

Important Note: Crowdfunding conducted for Campus Activity Funds or Student Activity Funds is considered a ***fundraiser***, not crowdfunding under these guidelines. Such activities must follow all policies and procedures outlined in the **Calallen ISD Activity Account Manual**.