
Note: For purposes of this policy, the terms “gift” and “donation” have the same meaning.

Definitions

“Gift”

A “gift” or “donation” shall mean something bestowed voluntarily and without a fee to the District.

“In-Kind”

An “in-kind” donation shall mean a non-monetary contribution of goods, services, or property made to the district instead of cash. Examples include equipment, supplies, furniture, professional services, or the donation of time and expertise.

“On Behalf of
(Donations)”

An “on behalf of” donation shall mean cash, goods, or services provided by a third party for the District’s benefit or for the benefit of a specific campus, department, or program, with no District reimbursement.

“Device”

A “device” shall mean a tangible product, commodity, good, or instrument that has relative value or worth.

“Donor”

A “donor” shall mean an organization or individual who contributes a donation, device, or gift.

**Voluntary and
Unsolicited Gifts**

The District, schools, programs, and classes may seek and accept gifts with approval from designated administration. The practice is permissible as long as it is truly voluntary and in no way a prerequisite to participation in any District program or activity. Furthermore, the District shall not solicit anything of value from known technology service providers who plan to participate or currently participate in the District’s E-Rate Program. However, the District may accept voluntary philanthropic gifts initiated by such vendors where such actions further the educational mission of the District and comply with all aspects of this policy. Any statement or explanation related to a gift that may lead a reasonable person to believe the donation may not be truly voluntary shall be avoided.

Examples of such statements include, but are not limited to, a specified minimum amount of a gift, a date by which a gift is due, or a lesser gift amount if funds are received prior to a certain date. Additionally, any statement or action that exerts explicit or implicit pressure on a student or parent to make a gift shall be avoided. The reason a student or family does not make a gift is not a subject for inquiry.

Authority to Accept

All gifts or donations must be reported to the Grant Development Department, and fair market value must be documented for reporting and auditing purposes. The Grant Development Department requires all donations to be submitted with a *Donation Intent Form*

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

and Donation Letter to review and seek approval of unsolicited gifts. The donation process is as follows:

Any donations that are under a \$5,000 cost or market value will require approval from the division superintendent or designee, or appropriate department designee, if applicable.

Any donation of \$5,000 or more shall be approved by the Superintendent or designee.

Any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval, except that gifts from recognized parent organizations, including parent-teacher organizations (PTOs), parent-teacher associations (PTAs), and booster clubs will be exempted from this requirement.

Any gift to the District that requires the prior approval of the Board shall be considered by the Board at its next regularly scheduled Board meeting following the date the gift was offered. The principal or appropriate department shall work with a member of the Superintendent's cabinet to submit an agenda item for Board approval.

Once accepted, a gift becomes the sole property of the District.

[For technology service provider contributions, see Technology Donations, below.]

*Criteria for
Acceptance*

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before employees accept a gift or an agenda item is submitted for Board approval, the following shall be considered:

1. Does it have a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Does it place any restrictions on a campus or District program;
3. Will it support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Will it result in ancillary or ongoing costs for the District;
5. Does it require employment of additional personnel;
6. Does it require or imply the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Will it result in inequitable funding, equipment, or resources among District schools or programs;

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

8. Does it obligate the District or a campus to engage in specific actions;
9. Is it connected to an existing contract, future promise, or future contract;
10. Does it create a controversy calling into doubt the appropriateness of the gift or donation;
11. Does it require factual determination as to the legal ownership of the gift; and
12. Does it affect the physical structure of a building or would require extensive maintenance on the part of the District and meets the District's design standards?

For real property, the Superintendent shall determine whether the title to the property has been transferred to the District.

Playground
Equipment

Donated or used playground equipment shall not be accepted by the District. [See CS2(REGULATION)]

Technology
Donations

Technology devices that are donated must be coordinated through the department of technology and information systems. A donation must meet the minimum approved standards as described in the Guidelines for Donated Equipment section of the *Technology and Information Systems Manual*.

Vehicle
Donations

Before a vehicle may be accepted as a gift, a complete analysis must be conducted to determine if the vehicle is operational and will pass state inspection. All costs (i.e., repairs, maintenance, inspections, insurance, and the like) must be given careful consideration prior to determining if ownership is fully justified.

The following shall apply for vehicle donations:

1. The official title of ownership must be transferred to the District and placed in the possession of the property management department.
2. Vehicles with a free and clear title shall be considered.

Additional information regarding vehicle donations can be accessed in the *Finance Procedures Manual*, Section 908—Donation of Vehicles to Schools.

Technology Service
Providers

Anything of value offered by a technology service provider that is valued shall require Ethics and Compliance Office review prior to acceptance of the gift. Any technology device donations made by E-Rate vendors must also be reviewed by the Ethics and Compliance Office. [See CQ(LOCAL)]

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

Refusal of Gift	The Board and employees shall reserve the right to refuse any gift offered to the District, at any time and for any reason, as deemed appropriate by the Board and/or the Superintendent.
Donor Recognition	Recognition of the donor for the gift may be made at the school or department with approval from administration. Formal recognition may be made by the Board or the administration.
Solicitations	An employee who solicits gifts on behalf of the District or for use in the fulfillment of professional responsibilities shall comply with relevant state and federal law and any District administrative regulations. <u>Any solicitation made on behalf of the District shall be routed through the Grant Development Department and recorded.</u> 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.
Web-Based Solicitations	An employee may solicit web-based donations of money or items for use by the employee in fulfilling professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's principal and/or division superintendent or designee before using the name or image of the District, a campus, or any student. [See CDC(REG-ULATION)]