

## **BUSINESS**

### **Donations, Gifts, and Grants**

#### 1. General

The Board of Trustees appreciates community interests that result in donations of equipment, material, etc., and money to the Berryessa Union School District. The Board of Trustees may accept donations from the public and student body organizations in behalf and in the name of the district.

Recognizing that donations require proper accounting and handling, gifts and grants shall be, if accepted, received under the restrictions set forth in this policy. Donations that are specified for a specific school, department, or program shall be, if accepted, received with the understanding that the district reserves the right to relocate equipment or material consistent with the best interest of students and the district as a whole.

#### 2. Criteria To Be Considered In Review And Acceptance

To be considered for acceptance, a gift should satisfy the following criteria:

- a. Would not violate the principle of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.
- b. Would not imply the endorsement of any particular business or product or any specific political or religious point of view.
- c. Would not be in conflict with any provisions of state or local laws and regulations.
- d. Would have a purpose consistent with the goals of the educational program.
- e. Would not be inappropriate or harmful to the welfare of students.
- f. Would not result in excessive maintenance, installation, or unacceptable continuing costs to the district.
- g. Would not restrict or otherwise limit the school program.
- h. Would, if the gift constitutes a piece of equipment, meet accepted quality, performance, and safety standards.
- i. Does, if the gift constitutes a book or set of books, appear on the approved list of a recognized professional library agency/association and/or is deemed by the Superintendent or her/his designee(s) to be acceptable and of educational value.
- j. Does not involve funds raised wholly or partially through anonymous or unidentified solicitation.

#### 3. Procedure for Review and Presentation of Gifts

- a. A prospective donor of a gift shall be requested to outline in advance the intent of the gift and to specify any particular preferences the donor might have. The purpose of this

preliminary review procedure shall be to help determine the appropriateness of the gift offer and to review in advance any fund-raising project(s) to be held in connection with the proposed gift.

- b. Gift offers with a cash value of \$250 or less shall be reviewed in advance by the building principal(s), if the proposed gift involves a particular school or schools. In cases where more than one school is involved in the gift offer, the proposed gift shall also be reviewed by the Superintendent or her/his designee. Gifts with a value of \$250 or less, but which are not intended for a specific school or schools, shall be reviewed by the Superintendent or her/ his designee.
- c. Gift offers with a cash value of more than \$250, but less than \$3500, shall be reviewed in advance by the Superintendent or her/his designee.
- d. Gift offers with a cash value of more than \$3500 and all gifts to pay for the services of personnel shall be reviewed in advance by the Board of Trustees.
- e. It shall be the responsibility of the Superintendent to develop and disseminate the specific procedures for the review and presentation of gifts, including a standard district form on which the prospective donor may outline the gift, cite any preferences for its use, and identify the fund-raising activities, if any, that are planned.
- f. The Superintendent shall have the prerogative, however, of waiving the normal review process in highly exceptional instances where the gift offer is spontaneous or of nominal value.

#### 4. Involvement Of School Personnel In Gifts

- a. Once a gift has been proposed, employees may suggest possible ways the gift may be used and may play a supportive role in any related fund-raising effort.
- b. Until such time as it is accepted by the Board of Trustees and received by the district, however, a gift or any funds related to such shall not be used or handled by school personnel.

#### 5. Gifts To Pay For the Services Of Personnel

- a. Gifts to pay for the services of personnel may be accepted by the Board, with the understanding that responsibility for the hiring, evaluation, and termination of such personnel shall in all cases be retained by the district on behalf of the Board of Trustees. At Trustees shall indicate any special conditions or stipulations that shall apply to the acceptance of such gifts involving personnel.
- b. Nothing in this policy shall be construed; however, as preventing or discouraging the acceptance of unpaid volunteer services by parents or other interested parties to assist with any aspect of the school program.

#### 6. Gifts To Pay For Field Trips Or Excursions

- a. In cases where a gift is to be used to fund a field trip or an excursion, the proposed trip

should first be reviewed with the building principal by the prospective donor.

- b. It shall be the responsibility of the building principal to ensure that the trip as planned:
  - (1) Is directly related to the district program.
  - (2) Is carefully thought out in terms of pre-planning and follow-up to bring about the maximum in educational benefits to the students involved.
  - (3) Meets district and state standards for proper safety and supervision.
  - (4) Does not involve cost to the district in terms of transportation, student admission fees, or in general, substitute coverage.
  - (5) Does not prevent a student from making the trip because of lack of sufficient funds or his/her parent's/guardian's unwillingness to contribute toward such.
  - (6) Does not directly or indirectly require the parent/guardian of any student to contribute monies toward a gift by paying a fee to cover the student's participation in the proposed trip.
- c. Offers of gift monies to fund a field trip or excursion involving travel by students out of the state Or out of the country shall be reviewed by the Board of Trustees:
  - (1) In advance of any commitments to individuals involved in the proposed activity, and
  - (2) In advance of any commitments to be made in connection with the proposed trip.

#### 7. Fund-Raising Drives Which Involve Students and Result In Gift Offers

Fund-raising drives which involve students and which utilize telephone, letter, or door-to-door solicitation shall be prohibited. In cases where the proceeds of any fund-raising drive are expected to be less than \$3500, the drive shall be reviewed and approved in advance by the Superintendent or her/his designee; in cases where the anticipated proceeds exceed this amount, the reviewing and approving agent shall be the Board of Trustees. Participation in any aspect of a fund-raising drive shall be totally voluntary on the part of students, parents, or any potential subscriber(s).

#### 8. Acceptance of Gifts

Final acceptance or rejection of all gifts shall rest with the Board of Trustees. Once accepted by the Board of Trustees, all gifts, grants, and bequests shall become the property of the school district.

Legal Reference: California Education Code  
Sections 35273, 35330, 35331.

Board Policy Reference: 1324 Fund-Raising Projects  
6175 Educational Field Trips  
6176. Trips and Excursions

Policy Adopted: May 25, 1972  
Revised Policy Adopted: March 25, 1982