

## Administrative Regulation

### **BUSINESS**

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

##### 1. General

The principal of each school shall meet with booster and/or fund-raising groups at least once each year to review Board Policy 3280 and Administrative Guidelines 3280.

Prospective donors and the principal shall determine that a proposed gift and the method of obtaining it conform to the provisions of Board Policy 3280.

##### 2. Review Procedures for Gift Offers

Prospective donors shall complete Form G-3280 and submit the form in duplicate to the building principal if a specific school is involved, or to the Superintendent or her/his designee if the gift does not involve a specific school or schools.

- a. Gift offers with a cash value of \$250 or less to a particular school shall be reviewed in advance by the building principal. Those gift offers involving a cash value of \$250 or less and involving more than one school shall also be reviewed in advance by the Superintendent or her/his designee.
- b. Gift offers with a cash value of more than \$250, but less than \$3,500, shall be reviewed in advance by the Superintendent or her/his designee.
- c. Gift offers with a cash value of more than \$3,500 and all gifts to pay for the services of personnel shall be reviewed in advance by the Board of Trustees.
- d. Immediately upon completion of her/his review of any gift offer by the building principal, she/he shall forward the gift offer Form G-3280 to the Superintendent's Office or the office of her/his designee.

##### 3. Gifts to Pay for the Services of Personnel

Gifts of funds to cover the cost for the services of personnel shall be donated to the District with the understanding that they will be disbursed in accordance with the appropriate prevailing District pay scale.

##### 4. Board Action on Proposed Gifts

- a. Gift offers shall be placed on the Board agenda for action (acceptance or rejection) at a time mutually acceptable to the Superintendent and the donor, provided that the offer has been reviewed by the designated reviewing agent and Form G-3280 is on file in the Superintendent's Office.

- b. A letter of appreciation, signed by the Superintendent as secretary to the Board, shall be forwarded to the donor(s) of each gift accepted by the Board.
- c. At the time of acceptance or rejection of a gift offer by the Board, the Superintendent shall retain one copy of G-3280 and return the duplicate copy to the building principal.

Administrative Guidelines--Donations, Gifts, & Grants

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Originating Office: Director of Business Services

Effective Date: March 25, 1982