

**Purpose**

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The intent of the donation guidelines is to establish a district process governing the acceptance, valuation, and recognition of all types of grants, gifts, and donations received by any central office department or school, including dependent charter schools. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws.

**General Policy Statements**

- will be presented to the Board on a monthly basis for approval and recognition.
4. All funds, property, or goods donated become public funds and the property of the District, and should be used for the purpose for which they were donated and in accordance with state and District policies.
  5. The District recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The

**General Policy**      16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports  
**Statements, cont.**      teams) or classes shall

**Procedures for Donations, Gifts, and Sponsorships**  
*cont.*

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2. Approval and Acceptance of Donations, Gifts, and Sponsorships
    - a. Donations, gifts, and sponsorships must be documented on the District's "Record of Donations and Gifts" form. This form must be completed and distributed as instructed on the form.
    - b. Approval Level  
Money, goods, supplies, or in kind donations, gifts, or sponsorships of any value, recommended by the site administrator must formally receive approval and acceptance by the Governing Board.
  1. All donations, gifts, corporate sponsorships for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the

**Capital Donations or Gifts/Large Donations or Gift Projects**

**Accounting  
Services Form  
Reference**

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Click on the following link to access the forms referenced:

[Record of Donations and Gifts form](#)

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