

Gifts and Bequests

The Board shall reserve the right to specify the manner in which gifts or bequests, if accepted, are utilized to define the type of gift or bequest it considers appropriate and to reject those it deems inappropriate, unsuitable, or otherwise unacceptable.

General

The Board shall consider for acceptance those gifts or bequests that:

1. Contribute positively to the education, comfort, or welfare of District students and/or staff;
2. Encourage innovation and experimentation; and
3. Have purposes consistent with those of the District.

Acceptance

The Board shall accept gifts and bequests in accordance with the following guidelines:

1. No acceptance shall be construed to be a testimonial or endorsement by the District of a product or business enterprise.
2. Any publicity initiated upon receiving the gift or bequest by the District shall have the prior written approval of the Superintendent.
3. All accepted gifts or bequests shall become District property.
4. Restrictions or contingencies as to the use of gifts or bequests shall be allowed by special Board action only, with the Board reserving the right to remove them as conditions warrant, except as provided herein.
5. Gifts or bequests of \$2,500 or more of value shall be accepted by Board action only.
6. Gifts or bequests of less than \$2,500 in value may be accepted by the Superintendent. The Superintendent shall notify the Board monthly of such gifts and bequests.
7. Cost of installation, upkeep, or other ongoing expenses shall be considered before the Board may accept a donation of equipment, facility construction or alteration, or other items that are likely to have ongoing cost requirements. It must be determined who shall defray the cost of installation and/or maintenance prior to acceptance of such gifts.
8. Action by the Board to accept monetary gifts shall constitute authorization for the administration to amend the budget when warranted.

Installation of Gifts
or Bequests

The Board, through practice and administrative action, has established policies and procedures for the installation of certain types of

furniture, fixtures, equipment, and recognitions. Any gift or bequest resulting in additional installation of these types of items, whether from an organization within or outside the District, may be accepted only upon Board action. Any such installation shall be performed in accordance with the following guidelines:

1. All installations shall meet regulatory code requirements, pass a city inspection, meet the standards of the District's maintenance department, and meet any other requirements established by the administration.
2. Installations shall be coordinated under the direction or with the approval of the director of facilities and construction.
3. Installation of projects of this nature normally shall be completed by June 1 to avoid interference with another facility's work.

Disposal

Disposal of any tangible item acquired by gift or bequest shall be in accordance with established procedures for disposing of any other District property.

Nothing contained in any policy shall limit the authority of later Boards to alter, relocate, or remove altogether any items acquired or accepted by the District.

Use

Authorized District staff may solicit donations from corporate or other private entities or individuals of funds, services, or other gifts to further the District's educational mission or to meet other special needs. When authorized staff members make such solicitations, any resulting donations shall be accepted as required herein, and the District may use the donations for the purposes specified by the donor. The District reserves the right to modify or to decline to accept and use any donation if the purpose specified by the donor or the affect is not consistent with the purpose, goals, and policies of the District. In recognition of special gifts or promotional items, the District may place, or allow the donor to place, its name or logo on an item provided the name or logo is not conspicuous and provided the name or logo is consistent with the purpose, goals, and policies of the District.

Solicitations

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

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.

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

Web-Based
Solicitations

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.