

NOVATO UNIFIED SCHOOL DISTRICT

Board Policy

Series 3000

BP 3290

BUSINESS SERVICES

GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any bequest, grant or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts that may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

(cf. 0410 Nondiscrimination in district programs and activities.)

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's condition, the gift shall not be accepted.

Gifts, grants, and bequests up to and including \$100 shall be accepted or rejected by the district through acknowledgement by the Superintendent. All gifts, grants, and bequests in excess of \$100 shall be forwarded to the Board with a recommendation by the Superintendent for acceptance or denial. The Board will make the final decision to accept or reject the gift, grant, or bequest.

Gift offers in excess of \$ 1,000 for specific purposes shall be reviewed by the Superintendent or designee in advance of raising the funds to determine the appropriateness of the gift offer.

Gift books and instructional materials shall be accepted only if they meet regular district criteria. (cf 6161.1 Selection and evaluation of instructional materials.)

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BP 3290(b)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

Board Approved: 4/12/82 - Revised March 21, 2001

NOVATO UNIFIED SCHOOL DISTRICT

Administrative Rules and Regulations

Series 3000

BP 3290

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Acceptable Gifts

Consultants (short and/or long term)
Field trips
Equipment
Instructional materials and programs
Playground structures

Note: Gifts to pay for the services of personnel who would be employed by the district and thus subject to hiring, evaluation, and termination are not acceptable.

Criteria for Review and Acceptance

Although a gift may be designated in one of the acceptable categories, final acceptance is dependent on the gift meeting the following criteria:

- Has a purpose consistent with the district's vision and philosophy
- Consistent with the district's educational goals, curriculum and programs
- Compliance with accepted quality, performance, safety, and fire standards
- Does not begin a program which the Board would be unable to continue when the donated funds are exhausted
- Compliance with federal, state, and local laws, and Board policies
- Does not imply endorsement of any business or product
- Has reasonable maintenance requirements
- Has been reviewed by the district's purchasing department prior to purchase
- Does not entail undesirable or excessive costs

(cf. 1325 Advertising and Promotion)

The Superintendent shall establish rules and regulations for acceptance, examination, and evaluation of gifts, grants, and bequests. Principals shall inform their staff, student groups, and parent groups about these rules and regulations throughout the year.

Board Approved: April 12, 1982 - Revised: March 21, 2001