

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Superintendent

**Issue No:** 5

**Date:** 1/20/09

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**Reference:**

**ARTICLE: 7.0 SCHOOL AND COMMUNITY  
RELATIONS**

**7.7 ACCEPTANCE OF GIFTS**

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**SECTION 7.7.1 Acceptance of Gifts**

Offers to make gifts or donations of personal property, cash, or real property to schools may be accepted only by authority of the Board of Education. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all District students.

The principal of each school should be apprised of any proposed fund-raising effort and should become informed as to its purpose.

**Personal Property**

The staff member receiving an offer of any gift or donation of personal property shall take the following course of action:

1. Apprise the donor of the Board Policy that only the Board of Education is authorized to accept the gift, and that the gift must be offered and accepted as District property, not necessarily property of one school.
2. The staff member will originate a written memorandum to the Superintendent's Office describing the property offered to the school, evaluating its use and value to the District, and recommending acceptance or rejection. The memorandum should include the name and address of the donor, including its intended use if specified by the donor. This material will be presented to the Governing Board at its next regular meeting.
3. Following the Board meeting, the Superintendent will prepare a letter notifying the donor of the action taken by the Board and indicating the District's appreciation. A copy of the letter will be forwarded to the school or department if the gift was designated for a specific purpose.

**Cash Gifts**

Cash gifts (including checks) should be processed as personal property. Checks should be forwarded to the Finance Department. Checks will be deposited and credited to the proper account as indicated by the donor.

**Real Property**

All offers of real property to the District are to be directed to the Superintendent, or designee, who will work in conjunction with the school administrator in recommending acceptance or non-acceptance of the property.

**Computers and Related Technology**

All donations of computers and related technology equipment are governed by Board Policy Section 6.90, Technology Standards, and its administrative procedures.