

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Superintendent

Issue No: 4

Date: 1/20/09

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Reference: EC 41032

**ARTICLE: 7.0 SCHOOL AND COMMUNITY
RELATIONS**

SECTION 7.7 ACCEPTANCE OF GIFTS

The Governing Board may accept any bequest or gift of money or property on behalf of the District.

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the District's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

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 conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular District criteria.

The District Superintendent is directed to acknowledge appropriately all accepted gifts or donations of real or personal property.

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ADMINISTRATIVE PROCEDURE**

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**ARTICLE: 7.0 SCHOOL AND COMMUNITY
RELATIONS**

7.7 ACCEPTANCE OF GIFTS

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.

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SECTION 7.7.2 PTA Gifts

1. The principal of each school should be apprised of any proposed fund-raising effort and should become informed as to its purpose.
2. The PTA is not essentially a fund-raising organization and should not be encouraged to engage in fund-raising activities; however, if a particular fund-raising effort has merit and is planned specifically for some current need of the school, it may be approved by the principal.
3. If questions arise concerning such events, they should be directed to the principal's supervisor.
4. It should be understood that any gifts in cash or property are actually gifts to the Poway Unified School District and may be accepted or rejected by the Poway Unified School District Board of Education in accordance with Administrative Procedure 7.7.1 .

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SECTION 7.7.3 Educational Foundation Gifts

The Governing Board recognizes the importance of community support of District programs, including voluntary financial contributions, to assist the District in achieving its goals for student learning.

Educational foundations may be created to benefit the entire District, a specific school, or to support or sustain a variety of purposes, such as the arts, music, sports, and/or computer programs; to provide graduating students with scholarships and/or loans; and to develop programs which meet new educational needs.

The Board desires to work cooperatively with educational foundations in determining the purposes for which funds may be used to meet the changing needs of the District and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the District. However, foundations at specific schools are encouraged to work with the principal and provide regular reports on the status of its work and how the foundation can support the goals of the school. The District foundation is encouraged to communicate with the Superintendent, or designee, who will report to the Board on the status of its work and communicate ways that the District can help support the foundation's activities.