

GIFTS, GRANTS AND BEQUESTS

RR 3360
Page 1 of 2 Pages

- I. The administrative regulations and procedures accepting gifts offered to any school, division, or to the overall School District are intended to include:
- A. Gifts a donor has in his/her possession or intends to purchase.
 - B. Gifts from student body organizations, PTA units, booster clubs or other organizations that are closely associated with the School District.

II. Definition:

Equipment is physical property if it has all the characteristics listed below:

- A. It is nonconsumable, with a normal service life of more than two years.
- B. It retains its original shape and appearance.
- C. It is not easily broken, damaged or lost in normal use.
- D. The cost is more than \$50 per unit the district designated amount for equipment.
- E. It has a serial number and/or brand name.

III. Regulations:

- A. All gifts given to a school shall become District property assigned to said school at the will and pleasure of the District.
- B. The District will approve acceptance and maintenance responsibilities if:
 - 1. The gift is of a type that appears on the approved equipment standard list;
 - 2. The gift has a direct or closely related instructional or service value;
 - 3. The gift of vehicle for auto shop instruction is properly de-licensed as required by the DMV.

IV. Procedure:

- A. Donor contacts the principal or department head and provides necessary information about the gift in writing.
- B. The principal or department head forwards to the Assistant Superintendent, of their division, the Gift, Grants and Bequests Form describing the donation; and
 - 1. Its use
 - 2. The associated costs to be borne by the District upon accepting the gift, such as:
 - Installation costs
 - Operating costs, labor and utilities, etc.
 - 3. Special desires of the donor
 - 4. Name and address of donor

- C. The Assistant Superintendent, reviews all gift donation forms and forwards to one or all of the following departments for a recommendation:
 - 1. Appropriate Assistant Superintendent and/or Cluster Area Administrator
 - 2. Maintenance and Operations and Integrated Technology Services
 - 3. Purchasing and Accounting
 - D. The School that accepts donation is responsible for maintenance or replacement of the gift.
 - E. Upon receipt of the appropriate recommendations, the Assistant Superintendent, will submit the approved Gift, Grants and Bequests Form to the Superintendent for presentation to the Board. If the gift is rejected, a reason for said action will be submitted to the Superintendent, principal or department head and donor.
- V. Gifts Relating to Alterations, Modifications, and/or Additions to Existing School Facilities:

In cases where the School District, due to financial limitations, is unable to modify or provide a facility which would prove advantageous in the educational process or conducive to the general welfare of children, community groups may be permitted to make gifts to the School District for the purpose of developing such a facility. This might include;

- 1. Adaptation of existing facilities to specific needs
- 2. Remodeling and additions to an existing facility that would enhance and add to its utility
- 3. Redecorating an existing facility in such a way that it would be more attractive and satisfying to the students, parents, and faculty

The organization and/or individuals should submit evidence as to proper planning and fund-raising ability to enable completion of the complete project.

Any organization wishing to embark on any project which would involve new construction or modifications to any existing facility must first receive written approval of the Board of Education. When permission has been granted, fund-raising may begin. If fund-raising for a particular project extends over a period greater than one academic year, approval to continue the project must be renewed each year.

Reference:	California Education Code Section 35272	Norwalk-La Mirada Unified School District Rules and Regulations
Adopted:	August 26, 1965	
Amended:	September 18, 1995	
Amended:	April 3, 2000	