

GIFTS, GRANTS, AND BEQUESTS - ADMINISTRATIVE REGULATIONS

- I. All proposals to present gifts or awards shall be submitted to the District Superintendent who shall channel the proposal to the appropriate division or department or school for review and recommendations.
- II. Review Procedure
 - A. Proposals shall be reviewed for appropriateness and consistency with the adopted goals and objectives.
 - B. Gifts of instructional equipment, books or materials shall be received in accordance with Board Policies 6161.1 and 6163.1 (Selection of Equipment, Books and Materials for School Libraries).
 - C. The writing of letters to staff members expressing gratitude or appreciation is always welcome and appropriate. Gifts to individual members of the staff from pupils, parents or organizations shall be discouraged. When a pupil feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. Employees shall reject all gifts that are intended to encourage the employee to grant the donor special consideration.
 - D. A recommendation shall be made by the staff to the District Superintendent as to acceptance or refusal of the gifts. When in the opinion of the Superintendent a proposal is in the best interest of the Districts, it will be recommended to the Board for acceptance. Donors shall be notified in writing as to the Superintendent's recommendations.
- III. Gifts offered by community organizations, individuals or commercial firms may be accepted provided that:
 - A. In the opinion of the Board of Trustees the gift is useful for school purposes.
 - B. The gift is donated to the District on a permanent basis unless by previous arrangement with the Board of Trustees.
 - C. No obligation of any kind is implied and the donor is so notified in writing by the Superintendent or his/her designee at the time of the donation.
- IV. Administrators are encouraged to provide for suitable recognition and publicity for donations when feasible and possible.
- V. Gifts requiring installation or maintenance and/or structural changes must first be approved by the Assistant Superintendents of Business Services and Educational Services before the Board is

requested to accept them.

- VI. All equipment shall be reported to the Assistant Superintendent-Business Services promptly for inventory with required information.
- VII. If accepted by the Board of Trustees, gifts designated for specific schools and gifts or awards to individuals or groups of pupils shall be presented to the schools, and the principal will supervise the distribution.

Legal Reference: EC 35162, 35168, 41101, 41017, 41021

Cross Reference: Policy 6161.1 - Selection of Equipment, Books and Materials
Policy 6163.1 - School Libraries

APPROVED: 1977, 6-28-88

AMENDED: 11-24-81

DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA