

## Administrative Regulation

### Donations and Acceptance of Gifts, Building, and Vehicles

#### Gifts

An individual or organization wishing to donate equipment or material, or money for the purchase of equipment or material, to the district shall submit the request for acceptance in writing to the Office of Business Services prior to the purchase of the equipment or material.

If the gift is to be given to a school, the principal desiring to accept the gift shall complete Form No. 9702.77\*, "Report of Proposed Gift," and submit it to the administrator of elementary or secondary education for approval. (It is essential that all items on the "Report of Proposed Gift" form be completed.)

After approval by the administrator of elementary or secondary education, the Report of Proposed Gift shall be sent to the Office of Business Services. If there is a question as to the advisability of the acceptance of the gift, it shall be reviewed by the administrator of elementary or secondary education before being submitted to the Board. The Office of Business Services will be responsible for the preparation of the agenda item for Board approval.

If the gift is money, the check or money order must accompany the "Report of Proposed Gift" form and a statement indicating for what purpose the money will be used shall be included in the "Description of Gift." All items purchased with donated money must be processed through the purchasing department.

Upon the acceptance of the gift by the Board of Education, a letter of appreciation shall be written to the donor by the Office of Business Services to be signed by the secretary of the Board. A carbon copy of the letter of appreciation listing the item and identifying it as to serial number, model, etc., shall be sent to the maintenance department so that the item may be placed on inventory.

#### Buildings

An individual or organization wishing to donate a building to the district shall submit the request for acceptance in writing to the Office of Business Services. The request shall have attachments giving the size and design of the building and the proposed location upon the school grounds. The request shall describe the building as to type of construction, its purpose, its general use, and whether or not there will be any restrictions placed on its use by the donor. The design of the building shall be consistent with the architecture of the rest of the school.

If the building is to be occupied by students in any manner, the following requirements must be met:

1. The proposed building will meet the Field Act standards.
2. The proposed building will be a part of the school's master plan.
3. The proposed building will not detract appreciably from the allowable square footage to which the district is entitled under the State School Building Aid Act.

If these requirements are met, the proposal for the building gift will be submitted to the Board for consideration. If there is a question as to the advisability of the acceptance of any building, it shall be reviewed by the Office of Business Services before being submitted for Board action.

Upon the acceptance of the gift by the Board of Education, a letter of appreciation shall be prepared by the Office of Business Services to be signed by the secretary of the Board. The Office of Business Services will have the responsibility to see that the buildings are then constructed according to the standards established for service buildings or for student-occupied buildings.

#### Vehicles

The district may accept donated vehicles for instructional use in auto shop classes. If the vehicle is currently licensed, a signed pink slip, license plates, and registration slip must accompany the "Acceptance of Vehicle Donated to the District" form. If the vehicle is not currently licensed and registered, the principal of the receiving school must provide a certificate of non-operation (available from the Department of Motor Vehicles), a properly executed pink slip, and a statement certifying that the vehicle was hauled to the school property. Such vehicles cannot be driven or towed on any California street without penalty.

Prior to the acceptance by the Board, the principal of the receiving school must complete "Acceptance of Vehicles Donated to the District" (Form 9702.78\*) and submit it to the administrator of elementary or secondary education. The form will be forwarded to the Office of Business Services for inclusion on the Board agenda.

After the vehicle is accepted by the Board, the Office of Business Services will notify the donor and the school principal of the Board's action, and will prepare a letter of appreciation to be signed by the secretary of the Board.

Before the vehicle can be dismantled, the principal must comply with all requirements stipulated on “Acceptance of Vehicles Donated to the District” (Form 9702.78\*).

Ref: EC Sections 35014, 35161, 41031-41032, 58041

Approved: November 18, 1969

Revised: August 27, 1979

Revised: March 4, 1986

Reviewed: July 1, 2000