

Gifts, Grants, Bequests, and Donations

It is the intent of the Solano County Office of Education (SCOE) to accept gifts, grants, bequests, and/or donations from the community when they are of direct benefit to our instructional programs. The County Superintendent (Superintendent) may accept any bequest or gift of money or property on behalf of SCOE. The site administrator is designated to act on behalf of the Superintendent and County Board (Board) to determine the instructional use of each gift/donated item. All gifts/donated items, before acceptance, shall have the approval of the Superintendent.

While greatly appreciating suitable donations, the Superintendent discourages any gifts which may directly or indirectly impair SCOE's commitment to providing equal educational opportunities for all SCOE students. Before accepting a gift, the Superintendent or designee shall consider whether the gift:

1. Has a purpose consistent with SCOE's vision and philosophy
2. Begins a program that SCOE 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 Superintendent shall carefully evaluate any conditions or restrictions imposed by the donor in light of ~~the~~ SCOE's philosophy and operations. If the Superintendent feels ~~the~~ SCOE will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Criteria

Acceptance of donations:

1. Site administrator advise~~s~~ donor of acceptance procedures.
2. Donated vehicles must be accompanied by pink slip and clear registration.
3. Donor must provide letter of donation with declared value of item and specifications for use, if appropriate.

Procedures

Donations meeting criteria:

1. Within three days (3) of receiving a donation, Site administrator prepares SCOE Gift/Donation Form and submits all copies to their Cabinet member~~Superintendent~~ with recommendation to accept.
2. If accepted by Cabinet member, it is forwarded to the Superintendent's office staff within three (3) days of receipt.
3. The donation is placed on the next Solano County Board meeting agenda for final approval.
- 2.4. If ~~accepted~~ approved, Superintendent sends letter of appreciation to donor on Board's behalf.
- 3.5. Electronic copy of Gift/Donation Form is retained in Board file, one (1) complete copy is sent to site administrator, and one (1) complete copy is mailed to ~~the~~ donor.

4.6. Administrative action:

a. Cash Gifts

- (1) A signed copy of Gift/Donation Form is forwarded to business office, along with donation and instructions for processing.
 - i. After reconciling Gift/Donation Form with amount of cash received, the Form is forwarded to the Superintendent's Office to include on the next Solano County Board meeting agenda and, upon Board approval, thank you letters are sent to donors.
 - ii. Accounts receivable staff will not accept donations without a completed Gift/Donation Form.
 - (a) Accounts receivable staff will notify the site administrator that a Gift/Donation Form is required before the donation will be processed.
- (2) Site administrator is responsible for special purchase instructions.

Gift/donation of books and instructional materials shall be accepted only if they meet SCOE criteria.

All gifts, grants, and bequests shall become SCOE property.

Legal Reference:

EDUCATION CODE

- 1834 Acquisition of materials and apparatus
- 35162 Power to sue, be sued, hold and convey property
- 41030 May invest surplus monies from bequest or gifts
- 41031 Special fund or account in county treasury
- 41032 Authority of board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations

Policy Cross-Reference:

- 0410 Nondiscrimination in District Programs and Activities
- 1325 Advertising and Promotion