
PARENT SUPPORT ORGANIZATIONS

**GIFTS & DONATIONS
TO DYSART UNIFIED SCHOOL DISTRICT**



Public Gifts and Donations – Governing Board Policy KCD

This policy allows the Governing Board to accept gifts and donations. It also reserves the right to the Board to refuse gifts. All gifts and donations become the property of the District. The policy and regulation establish the criteria for appropriateness and acceptability of gifts and donations.

Practical Considerations for Parent Support Organizations

Donations of equipment, buildings and permanent or semi-permanent structures must go through the acceptance process established by the Governing Board. This means that according to policy, parent support organizations should consult with District administration on the appropriateness of such gifts.

The Superintendent has requested that all such requests be processed to the Superintendent's office through the site or building administrator. The site or building administrator will consult with the appropriate district personnel to determine appropriateness and feasibility of accepting, as well as the installation of equipment, building and permanent or semi-permanent structures.

The site or building administrator is responsible for initiating and following through on the acceptance process.

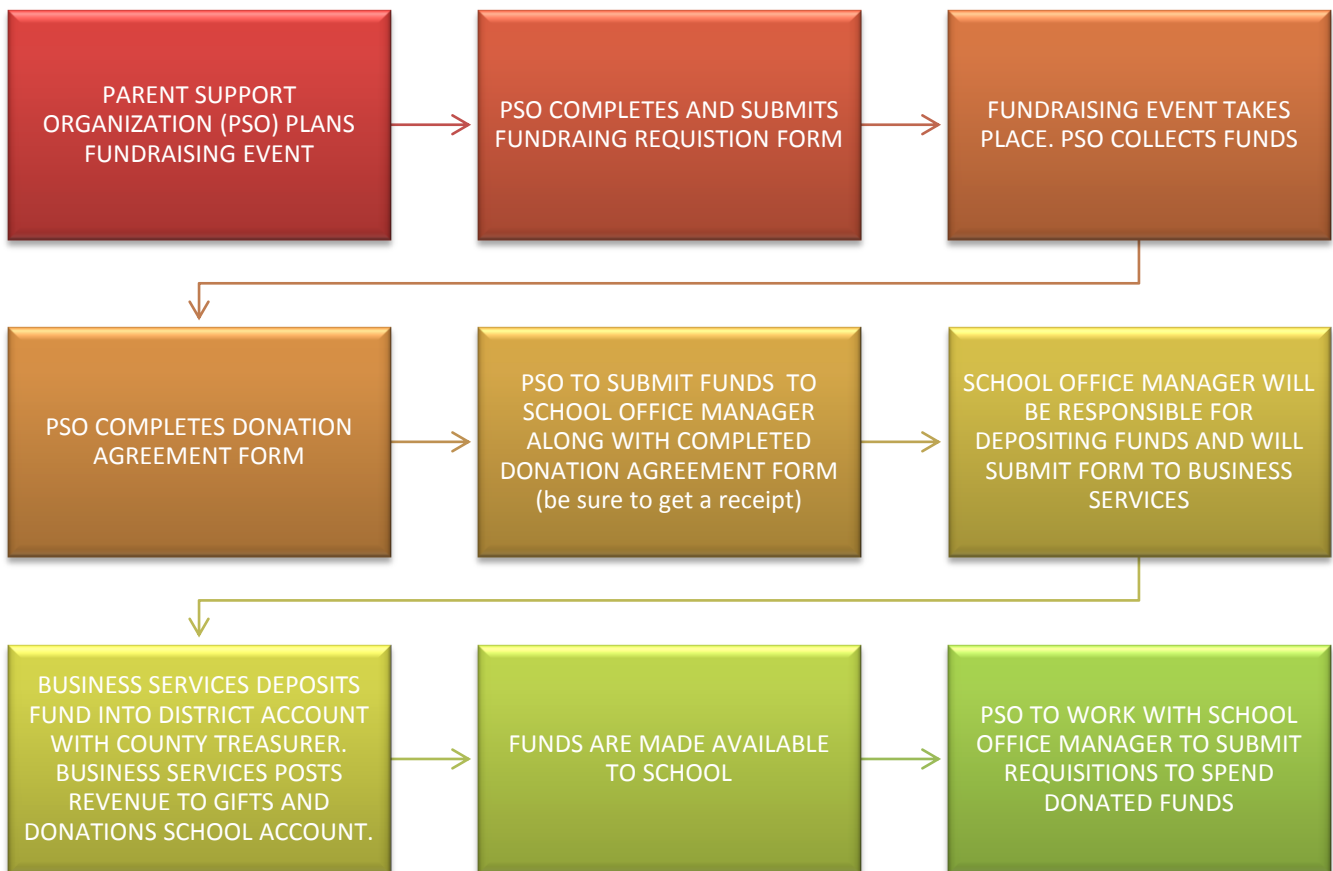
IMPORTANT NOTICE:

Without final notice from the Superintendent and the Governing Board, parent support organizations should not purchase the items to donation to the District.

REFERENCES:

- Flow Chart – Fundraiser Donation Process
- DUSD Policy KCD: Public Gift/Donations to Schools
- DUSD Regulation KCD-R: Public Gifts/Donations to Schools

FUNDRAISING DONATION PROCESS





Request for Acceptance of Gifts & Donations

Business Department

Name of Individual Making Donation _____

Business or Company Representing _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ E-mail _____

Signed By _____ Date _____

School/Department Requesting Acceptance of Donation: _____

Account 530.000.0000.1920. _____ . _____ . _____

Administrator Signature

Cash Donation

Amount Being Donated: _____ Intended Purpose: _____

Non-Cash Donation

Description of Donated Item: _____ Intended Purpose: _____

Estimated Value: _____ Property Control Number Assigned: _____

Serial Number of Equipment: _____ Room Number/Location of Item: _____

Vehicle

Year/Make/Model: _____

Vehicle Plate Number: _____ Odometer Reading: _____

Vehicle ID Number: _____ Title Included: Yes No

Estimated Value: _____

Forward this form to the Business Services Department.
For questions please contact the Accounting Technician at 623.876.7853.

REGULATION

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PUBLIC GIFTS / DONATIONS TO SCHOOLS

To be acceptable, a gift must satisfy the following criteria:

- It will have a purpose consistent with those of the school.
- It will be offered by a donor acceptable to the Board.
- It will not begin a program that the Board would be unwilling to take over when the gift or grant funds are exhausted.
- It will not bring undesirable or hidden costs to the school system.
- It will place no restrictions on the school program.
- It will not imply endorsement of any business or product.
- It will not be in conflict with any provision of the school policy or public law.

All gifts, grants, and bequests shall become District property and subject to policies of the District.