

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

ACCEPTANCE OF GIFT FUNDS FOR CERTIFICATED SALARIES AND BENEFITS

Procedures for the donation of funds for Districtwide projects which affect certificated salaries and benefits by parent/community fund-raising organizations, foundations, and individual donors:

1. The organization shall complete a Request for Authorization for Fund-Raising Project form (see E 3295) by October 15 of each new school year.
2. The District shall review the request and estimate the cost of the project, including necessary staff costs and any significant administrative and/or facilities costs.
3. The District shall determine if the fund-raising project is consistent with the intent of Board Policies 3290 and 3295, and the negotiated agreement with the teachers' association.
4. The District will return the completed Request for Authorization for Fund-Raising Project form to the organization indicating approval or disapproval of the proposed project by November 15 of each year. If approved, estimated costs will be provided.
5. The organization will conduct a fund-raising campaign.
6. The organization will attach the fund-raising proceeds check to the approved Request for Authorization for Fund-Raising Project form for the purpose of presenting the donation to the Governing Board for approval to accept the donation.
7. The approved Request for Authorization for Fund-Raising Project form and the fund-raising proceeds check shall be submitted to the Assistant Superintendent of Business by February 1 of each year. Acceptance of the donation will be placed as an item on the next scheduled Board of Education Meeting Agenda, provided it meets the specified fund-raising target for the approved purpose.
8. Immediately following approval or disapproval of the donated funds by the Board of Education, the organization will be officially notified regarding the Board's action.

Adopted: 11/03

Revised/Readopted: 06/04

Revised: 3/08