

Shasta COE

Administrative Regulation

Gifts, Grants And Bequests

AR 3290

Business and Noninstructional Operations

The Shasta County Office of Education welcomes donations and gifts from the community. While greatly appreciating suitable donations, the County Board discourages any gifts which may directly or indirectly impair its commitment to provide equal educational opportunities for all County Office students.

(cf. 3290 - Gifts, Grants, and Bequests)
(cf. 1260 - Educational Foundation)

All donations and gifts shall become County Office property. Donors are encouraged to donate all gifts to the County Office rather than to a particular program. At the Superintendent or designee's discretion, a donation or gift may be used for a particular program.

Donations/Gifts

When presented with a gift or donation, the principal or administrator shall complete a Donation/Gift Acceptance Form. This form will identify the name of the donor, the amount, and the intended purpose/use of the donation/gift. The completed donation/gift acceptance form shall serve as a temporary receipt until acceptance of the donation/gift.

The donation/gift form must be completed and forwarded to the Business office along with the checks or cash to be deposited in the county treasury.

Business Services

Business Services will include the completed donation/gift acceptance form for all donations in excess of \$1,000 in the board packet for the next regularly scheduled board meeting. The County Board will formally accept the donation/gift. Checks or cash received will be deposited at the county treasury and separately tracked in the financial system to account for the donation/gift in accordance with the donor's terms.

Regulation SHASTA COUNTY OFFICE OF EDUCATION
approved: July 13, 2011 Redding, California