**FAQS**  
**Donations/Gifts to the District**

**Question:**  
What kinds of donations should be on the Gift Form for approval by the Board?

**Answer:**
- Donations such as technology equipment (computers, monitors, printers, scanners, etc.) that have been **pre-approved/assessed** by the IT Department.
- Cash donations for computers, school supplies, field trips, etc. (whether by a parent, business or a PTA, PFO group). **Use/Purpose** of the cash donations must be approved by appropriate department before receiving the check. **NOTE:** **Purchase of IT/tech equipment with donated funds MUST be purchased through the proper district IT Department channels.**
- Donations of **pre-approved/assessed** goods that have a value equal to or greater than $500 such as computers, theater equipment, sporting equipment (including scoreboards), pre-school equipment, etc.) must be assigned an asset tag for tracking. (Notify Warehouse of the donation so they can issue the asset tag once it is board approved.)
- Fundraiser prizes such as bicycles or gift credit to book stores.
- Musical Instruments that have been **pre-approved/assessed by the district’s Music/VAPA TOSA.**
- Office furniture donated by a business, which **must first be accepted by the warehouse** for assessment of condition and usefulness.
- Field trips, assembly programs, Target’s “Take Charge of Education”, “Donors Choose” photography studio fundraisers (Fall and Spring rebate programs), and similar programs.

**Question:**  
Are books and instructional materials accepted as donations?

**Answer:**  
Gifts of books and instructional materials shall be accepted **only** if they meet regular district criteria.
**Question:**
If I receive a grant from a non-profit organization such as an electronic device to be used in the classroom, am I able to take it with me with I transfer to a different site or leave the district?

**Answer:**
No, all gifts, grants and bequests become district property. Gifts donated to a specific site stay at that site.

**Question:**
When should I turn in the Gift Form from the various Foundations, PTAs, etc. that are regarding supplemental salaries?

**Answer:**
The donations toward salaries will be acknowledged once a year at a May or June board meeting, so please submit those to Business Services in early May. It should include the total dollar amount of the supplemental salary commitment.

**Question:**
Does the principal need to sign the gift form before sending it to Business Services?

**Answer:**
Yes, the principal will need to sign the form, as site principals are responsible for knowing what has been donated to their site.

**Question:**
What is Board Policy 3290?

**Answer:**
Board Policy 3290 states that any and all gifts, including donations, grants, and bequests received on behalf of the district, and/or its schools must receive formal acceptance from the Board.

**Question:**
Where can I find the Gift Form?

**Answer:**
The gift form can be found on the Business Services webpage. When filling out the Gift Form please include the purpose/use of the donation and the model/serial number if applicable.

The dollar value and condition (new, used, good, fair) of gifts of equipment/materials shall be determined by the donor.
Question: Where do I send the completed gift form and how does the donor receive a receipt for tax purposes?

Answer: Send the signed gift form to Business Services for inclusion on the gift register for the next board meeting. Gift registers are approved by the Board and proper acknowledgment of the gift will be made to the donor by the Chief Financial Official (these acknowledgment letters may be used by the donor for tax purposes).

TAX ID NUMBER
When asking for a donation for the site, vendors often ask for the tax id number.

Question: What is the district’s tax id number and how do I get it?

Answer: The district does not typically give out the tax id number as government organizations are not required to share their tax id numbers. The district is not a private 501(c)(3) nonprofit organization, but enjoys tax-exempt status by virtue of being a government entity.

Question: My child is enrolled in a State Pre-School Program and my tax advisor is asking for the tax id number, how do I find it?

Answer: Please call Business Services at 714 424-5002 to receive this information.