To ensure that the district is not unduly liable for donations, please use the following guidelines.

When accepting donations for your site, it is necessary to fill out a gift form and send it to Business Services for inclusion on the gift register at the next Board meeting. 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.

What kinds of donations should be on the gift form for approval by the Board?

- Donations such as technology equipment (computers, monitors, printers, scanners, etc.) that have been approved by the IT Department
- Cash donations for computers, school supplies, field trips, etc. (whether by a parent, business or a PTA / PFO group)
- Gifts of equipment shall be noted as to value (as determined by the donor) and condition (new, used, good, fair), and shall include model and serial numbers
- Donations of goods that have a fixed asset value greater than $500 (computers, theater equipment, sporting equipment such as a scoreboard, pre-school equipment, etc.)
- Fundraiser prizes such as bicycles or gift credit to book stores
- Items purchased by parents or PTA / PFO groups at “wish night” type events
- Office furniture donated by any party must be accepted by the warehouse for usefulness and condition of furniture
- Field trips, assembly programs, Target’s “Take Charge of Education,” photography studio fundraisers (Fall and Spring rebate programs)

Gifts of books and instructional materials shall be accepted only if they meet regular district criteria. While the Board greatly appreciates suitable donations, gifts which may directly impair its commitment to providing equal educational opportunities for all district students or gifts that do not meet criteria contained in Board Policy 3290, will not be accepted.

All gifts, grants, and bequests shall become district property. If the teacher/staff member who uses the donated item transfers sites the item stays at the site, it does not follow the teacher/staff member.

Donations from the various Foundations, PTA’s etc. towards salaries will be acknowledged at a May or June Board meeting for the total amount of the supplemental salary commitment.

In summary:

1) Use the attached gift form to document receipt and approval of donation.
2) Send the signed gift form to Business Services for inclusion on the gift register for the next Board meeting.
3) Gift registers are approved by the Board. The Chief Financial Officer will make proper acknowledgment of the gift to the donor (these acknowledgment letters may be used by the donor for tax purposes).

Students and staff of Newport-Mesa are extremely fortunate to be the recipients of generous benefactors within our community. To ensure that our donors are properly acknowledged for their gifts, which provide additional enhancements to the education of our students, please use the above mentioned guidelines.

Please contact Business Services at (714) 424-5002 if you have any questions.

Thank you.