FURTHER NOTES REGARDING GIFTS TO THE DISTRICT

1) Importance of submitting gift forms:
   a. All gifts should be submitted to the Business Office so they can be placed on the Gift Register, which is taken before the Board of Education for approval. If a gift is NOT approved and acknowledged by the Board as district property, there is no recourse if the gifted item is lost, stolen, or broken.
   b. The donor will not receive a letter of acknowledgement that they could use for their tax purposes.

2) For gifts that are ‘stuff’ must be assessed by the appropriate department first:
   a. Furniture - Assessed by Warehouse (Ramiro Lopez)
   b. Technology - Assessed by IT (Chris Endicott)
   c. Musical instruments - Assessed by VAPA TOSA (TBD)
   d. If the item is $500 or more, it needs to asset-tagged once it is Board approved. Contact Sally Becenti in Warehouse who will work with you.

3) If it is a cash donation, the check should be sent to the Business Office with a thorough description of its use and what account line it should be deposited into. The items must be purchased through the proper channels after it has been Board approved (utilizing Purchasing Department, approved vendors, and getting pre-approval of items from the IT Department).

4) The order in which you accept / utilize donations for facilities purposes:
   a. If a gift is for your site improvement (a site-mod), you first must contact the appropriate department (Facilities Development/M&O) for assessment of the proposed improvement/addition. This must be done to get the approval and so the department can provide an accurate quote.
   b. Once it is approved (with a site-mod entered), fill out the Gifts to the District form and send it to the Business Office.
   c. The donation check should also be sent to the Business Office with a clear explanation of its use and purpose. Be sure to indicate into what account line the check should be deposited.

5) Any donations for supplemental staffing will be Board approved and acknowledged once a year, usually at the May or June board meeting. Please submit one gift form for all regular supplemental staffing in May. This would coincide with a commitment letter sent to Budgets.

6) Group funding and any applications for grants by teachers must first be brought to the site administrator for review and approval BEFORE it occurs.

7) The district generally does NOT give out its tax ID number. There is a letter that can be given to potential donors who ask for the tax ID number. It explains the district’s position and that their donation is still tax-deductible. They will receive an acknowledgement letter that can be used for their tax purposes after the gift is board approved.