

- 3000 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
- 3200 INCOME
- 3215.3 **ACCEPTING CONTRIBUTIONS, GIFTS AND DONATIONS**

The Marin County Office of Education appreciates that individuals and organizations may wish to donate funding, goods and/or services to the office and directs that such gifts be appropriately received and accounted for.

All contributions, gifts, donations, bequests and donated goods provided by business, vendors and/or individuals become the property and possession of the County Office and not of any individual employee.

Prior to accepting donations of any kind, County Office employees shall notify the County Superintendent of any restrictions or conditions specified by the donor and make a recommendation about the advisability and usefulness of accepting the gift.

The County Board has authorized the County Superintendent to accept gifts on behalf of the County Office. All accepted donations shall contribute to the students, classes, projects and/or programs of the County Office. Donations of films and videos shall be subject to staff review and County Board approval before being added to the learning resource collection. Gifts accepted by the County Superintendent shall be reported to the County Board on a regular basis.

Items of sufficient value shall be included on the County Office's fixed assets inventory. Funds received in the form of cash and/or securities shall be deposited in the appropriate program account as specified by the donor. In the event no specification is made, the funds and/or securities shall be deposited in the County Office general fund to be used for general operating purposes unless otherwise designated by the County Superintendent.

When property donated to the County Office becomes unusable, obsolete or is no longer needed by the County Office, it shall be disposed of as authorized in the Education Code.

References: Education Code, 35160, 35160.1, 41032

Approved as to form:


Deputy County Counsel

Approved by
Marin County Board of Education: 10/4/72, 1/14/03

Contribution, Gift or Donation Questionnaire

Marin County Office of Education

Please complete this questionnaire with the prospective donor. The purpose of this questionnaire is to determine the appropriateness of the donation, document the intent of the donor and gain necessary approvals prior to formally accepting a gift.

Name of Donor _____ Phone Number _____

Address _____

Detailed description of the contribution, gift or donation: _____

Intent of the donation: _____

If cash or check, specify dollar amount: \$ _____

If other than cash or check, donor estimated value: \$ _____

Is this contribution, gift or donation for: general use restricted use

If the restricted use, please specify precisely how the gift must be used. Include any conditions that are placed on the gift and the program/school for which the contribution is designated:

Employee completing questionnaire: _____ Date _____

For Administrative Services Use Only

Approval required: Program Administrator Deputy/Assistant Superintendent

Review Comments: _____

Revenue Code _____

Program Administrator _____ Date _____

Deputy/Assistant Superintendent Approval _____ Date _____

Board Agenda Date _____ Action _____

MARIN COUNTY OFFICE OF EDUCATION
ADMINISTRATIVE REGULATIONS AND PROCEDURES

ACCEPTING CONTRIBUTIONS, GIFTS AND DONATIONS

(Board Policy 3215.3)

Employees shall notify the County Superintendent or designee of any contributions, gifts or donations prior to accepting such on behalf of the County Office.

Contributions, gifts and donations shall be reviewed according to the value and designation of the proposed gift as follows:

- those gifts designated by the donor for a particular program and having a cash value of \$250 or less, shall be reviewed in advance by the program administrator;
- those gifts not designated by the donor for a particular program and having a cash value of \$250 or less shall be reviewed in advance by the Assistant/Deputy Superintendent;
- those gifts having a cash value of more than \$250 shall be reviewed in advance by the Assistant/Deputy Superintendent.

Purpose

To provide a process for review of all contributions, gifts and donations prior to acceptance on behalf of the County Office.

Timeline

Review is completed within three (3) business days of the receipt of the completed questionnaire.

Procedure

1. Employee completes the Contribution, Gift or Donation Questionnaire with the prospective donor.
2. The form is forwarded to the appropriate program administrator or the Assistant/Deputy Superintendent.
3. Program administrator or Assistant/Deputy Superintendent recommends approval or disapproval of the contribution based on the following criteria:
 - would not imply the endorsement of any particular business or product or any specific political or religious point of view;
 - would not be in conflict with any provision of state or local law
 - would have a purpose consistent with the goals of the County Office;
 - would not involve funds raised wholly or partially through anonymous or unidentified solicitation.
4. Deputy Superintendent or designee presents recommendations to the County Board.
5. Deputy Superintendent or designee notifies the donor of acceptance or rejection of the gift and ensures that appropriate appreciation and recognition is expressed to the donor.

1/14/03