



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3290
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Business & Non-Instructional Operations

Gifts, Grants and Bequests

1. Purpose and Scope

Establish procedures for accepting gifts, donations, grants, and bequests.

2. Regulation

The Board feels that appreciation can be expressed in many ways and discourages students, parents, guardians, and vendors from giving gifts to district employees. Instead it encourages them to write personal notes of appreciation. The principal is responsible for ensuring that:

District employees shall not accept gifts, gratuities, commissions, or expense-paid trips or entertainment from individuals or firms doing or seeking to do business with the district. Product samples and promotional items are acceptable, however.

School principals and Ed Center division heads are responsible for ensuring that:

- A. All gifts, donations, grants, or bequests of goods, monies, and/or services to the district are appropriate and reported for district acceptance in accordance with Board Policy 3290.
- B. Gifts or donations, which might expose the district to risks of liability (such as toxic substances or hazardous equipment), or items which are of no use to the district or which will impose additional expense for storage, maintenance or disposal should not be accepted.
- C. School principals and Ed Center division heads will utilize a Request for Acceptance of Donations, district form 42.34, in reporting and requesting approval of acceptance of goods, monies, and/or services. Refer to the Huntington Beach Union High School District Purchasing Procedures Manual, Section 19.0. Completed forms shall be submitted to the Chief Business Official.

The Chief Business Official shall approve and accept Request for Acceptance of Donations forms, which are appropriate and forward them to the Purchasing Department.

The Director of Procurement shall:

- A. Ensure that donated equipment items are entered into the district's equipment accounting system, with district ID numbers assigned where appropriate.
- B. Prepare and mail an acknowledgement of donation letters to the donor. Acknowledgement of donation letters should contain a brief description of the donation or gift, but shall not establish a value on any gift or donation other than monies.

Regulation Adopted: 1-13-87
Revised: 5-23-89
4-21-98
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