



Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 3290

EFFECTIVE: 01/07/2019

SUBJECT: Gifts, Grants and Bequests

CATEGORY: Business and Noninstructional Operations

RESPONSIBLE OFFICE(S): Business Services

SCOPE:

To provide procedures relating to the acceptance and processing of gifts, donations, grants, and bequests on behalf of the Santa Ana Unified School District.

PROCEDURES AND GENERAL INFORMATION:

Any gift of money or property must follow an acceptance procedure. The recipient identifies the donor, item and intended use or purpose. The gift should meet the following criteria:

1. Have a purpose consistent with those of the District.
2. Be offered by a donor acceptable to the Board of Education.
3. Does not adversely add to staff load.
4. Does not create or continue a program that will extend beyond available funding.
5. Does not bring undesirable or hidden costs to the District.
6. Does not place restrictions on the school program.
7. Is not inappropriate or harmful to the best education of students
8. Is not in conflict with any provision of the school code of public law.

School and District personnel are encouraged to seek grant support for new and existing programs. Any grants sought by the District must be submitted to the Superintendent or designee for review. Grants under consideration should be consistent in purpose with those of the District and the identified District curriculum, instruction, and assessment direction.

The District should not incur additional personnel or other costs as a result of the acquisition of any grant. Grants will be submitted to the Board of Education with a request to approve their submission.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

BP 3290

ADOPTION AND REVISION HISTORY:

01-19