

DONATION PROCEDURES FOR PHYSICAL ITEMS

Donations of equipment, vehicles, furniture, supplies and permanent or semi-permanent structures must go through the acceptance process established by the Governing Board. All donations, once received, are considered District property, and should be used for the purpose for which they were donated. The Governing Board must formally accept all gifts and donations made to CUSD.

1. An [Item Donation Form](#) must be completed and submitted to Property Control. Any missing information will delay the donation process.
 - The Donation Form **MUST** be signed by the site administrator.
 - A copy of the Donation Form will act as the donor's receipt.
 - Donors retain the responsibility to justify the fair market value of the donated items for taxing authorities but the fair market value/blue book value will override the donor's estimated value for the fixed asset listing. Items over \$1,000 must have backup documentation to verify value.
 - Keep a copy of the Donation Form for your records.
2. The Principal or Site Administrator will confer, if necessary, with the appropriate administrator(s) associated with the specifics of the proposed equipment, for example:
 - Information Systems (IS) – computers, tablets, laptops, printers and other technology related items
 - Director of Transportation – vehicles
 - Director of Maintenance/Grounds – playground equipment, sun shades or field changes
3. Once the completed Donation Form is received by the Property Control it will be sent to the [Board](#) for approval and a copy of the form will be forwarded to IS for technology items.
4. If technology items need to be installed or configured, submit a [CSR](#).

Donations or Grants for Staff:

If grants or donations are generated by school personnel in their capacity as school employees, then the funds are district funds and equipment received or purchased is district property and must be donated to the district. Checks should not be written to school staff to support classroom projects and school activities. Instead, the donation should be made to the school with the funds being restricted for the supporting organization's intended purpose.

All donations or gifts that are requested using the District's name, referencing the employee's position with the District or school site are considered District property. When developing a project, be mindful as to what is being requested. The intent of the request always needs to be followed.

Because applying for a grant or donation can make the district subject to stipulations to which we may not be able or willing to agree, CUSD employees are required to complete a [CUSD Grant Approval Request Form](#) **before** applying for a grant. The information you provide on this form will be forwarded for review to each department that would be affected by the grant.

If you are requesting the purchase of laptops or tablets, please refer to the [Pre-Approved Device List](#) **before** applying for the grant or donation. This will ensure that any technology utilized in the grant is compatible with our network and Acceptable Use Policy, as well as CIPA, COPPA, or other legal requirements. The technology and related resources added via grants and donations must be used in accordance with the terms of the grant throughout the duration of grant expectations. After the grant expectations have expired, CUSD reserves the discretion to reevaluate the technology's purpose and placement.

The grant application and donation process should be done in the following order:

1. Complete a [CUSD Grant Approval Request](#).
2. When you receive district approval, apply for your grant.
3. Donate received items the District using the [CUSD Gift Donation Form](#).
4. If technology items need to be installed or configured, submit a [CSR](#) after the Donation Form has been sent to Property Control.

When posting pictures/videos/images of any students or staff, all CUSD policies and procedures must be followed. Some crowd funding platforms may require pictures or letters from students. A media or photo release form must be completed before pictures/videos/images of any students or staff may be shared.

Donations for Personal Use:

In the event that you are seeking a donation for personal use (ie: GoFundMe), the following apply:

- The name of the District, programs, school name, students, nor the person's affiliations, etc. cannot be used in any messaging or marketing efforts.
- The grant or donation must be pursued on the employee's personal time.
- Items must be personally received as opposed to sending the items to the District warehouse or school site.
- Maintenance and responsibility of the items shall remain solely with the individual unless the employee donates the equipment to the District.
- No employee may use his/her position with the District to solicit, directly or indirectly, the purchase of supplies, services or equipment at special discounts for private use from any school district vendor.

Tags for Donated Items:

All items with a value in excess of \$50 will receive a "Property of CUSD" tag. School staff will be responsible for affixing the "Property of CUSD" tag. If your site needs additional property tags please contact Property Control.

Items valued greater than or equal to \$1,000 will be tagged with an inventory barcode tag and will be assigned an asset ID number. Property Control will affix asset tags and assign the items to the site's inventory after the Item Donation Form has been received.

Technology Items:

Technology related donations that do not meet minimum standards set forth by the district will not be accepted. Please check with Information Systems (IS) for technology standards and preliminary approval if your item is not on the list of [pre-approved technology devices](#). Once technology items (tablets, laptops and computers) have been donated with a completed Item Donation Form, the school/site can put in a CSR to have the items reimaged.

Disposals of Donated Items:

Any and all property in CUSD's custody can only be disposed of through Property Control per USFR VI-E-7. Furniture and equipment that the site has accepted as a donation, but decides not to keep, must be relocated to the warehouse for disposal by submitting a [CSR](#).



Book: CUSD Policies
Section: K: School - Community Relations
Title: Public Gifts/Donations to Schools
Number: KCD & KCD-R
Status: Active
Legal:

A.R.S. 15-341
A.R.S. 15-393
A.R.S. 15-1224
A.G.O. 180-156

Adopted: October 22, 2008

The Board has the authority to accept gifts and donations as may be made to the District or to any school in the District.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

- Encourage individuals and organizations considering contributions to the schools to consult with the Superintendent on the appropriateness of any such gifts.
- Report to the Board all gifts that have been offered to the District, for their review and action.
- Acknowledge the receipt and value of any gift accepted by the District, and prepare fitting means, as appropriate, for recognizing or memorializing gifts to the District.

Gifts shall be recorded in appropriate inventory listing(s) and property records.

To be acceptable, a gift must satisfy the following criteria:

- It will have a purpose consistent with those of the school.
- It will be offered by a donor acceptable to the Board.
- It will not begin a program that the Board would be unwilling to take over when the gift or grant funds are exhausted.
- It will not bring undesirable or hidden costs to the school system.
- It will place no restrictions on the school program.
- It will not imply endorsement of any business or product.
- It will not be in conflict with any provision of the school policy or public law.

All gifts, grants, and bequests shall become District property and subject to policies of the District.