

Business and Non-Instructional Operations

Financial Responsibility

Gifts, Grants and Bequests

- A. The Board of Education may accept gifts, grants or bequests in the name of the District. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of District students or its ability or commitment to provide equitable educational opportunities.
- B. Gifts requiring installation, repair, or continuing maintenance must first be approved by the Chief Business & Financial Officer and responsible program administrator before the Board is requested to accept such gifts. Donated item must be compatible with District operations and meet District specifications for operation and safety.
- C. It is the responsibility of a school, from its own resources, to install, maintain and repair gifts and bequests of equipment.
- D. When gifts, grants or bequests are donated to the Glendale Unified School District for utilization in the funding of a certificated or classified position, the following will take place:
 1. A written notification of intent to fund a particular position (certificated or classified) must be initiated by the Principal at the school site, or as applicable, the responsible administrator at the District Administration Center. This notification, accompanied by the appropriate certificated/classified personnel requisition forms, must then be sent to the Business Services Division. After approval by Business Services, all documentation will be forwarded to the Human Resources Office.
 2. Positions will be funded at the established District salary rate for a minimum of a one-school-year duration and will be established, filled, supervised, reduced or eliminated according to provisions of the Education Code and District policy, practices and procedures.
 3. Total funding including salary, benefits and related costs must be received by Business Services prior to position implementation.
 4. Notification of intent to continue, reduce, or eliminate funding for an ensuing year must be forwarded to the Business and Personnel Offices at least 120 days prior to the conclusion of the school year.

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- E. The District will not assign a monetary value to gifts other than cash presented to the District or any school. The Board of Education will, however, respond to each gift with a letter of appreciation to the donor.
- F. Students and their parents are discouraged from presenting gifts to District employees.
- G. Acceptance of any gift or other inducement for potentially inappropriate reciprocal action by a member of the Board of Education or District employee, relating to the operation of the District, is prohibited.
- H. Some vendors of materials and supplies used by the District routinely distribute inexpensive items such as calendars and pens as part of their regular advertising program. Acceptance of these items by employees is not considered a conflict of interest.
- I. The Board shall ensure that acceptance of gift, grants, or bequest does not involve creation of a program which the Board would be unable to sustain when the donation is exhausted.
- J. Any gifts of books and instructional materials shall be accepted only if they meet regular District criteria for selection of instructional materials.

Corporate Sponsorship

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in District publications or on District property or web sites.

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the District's relationship and arrangement with the sponsor are consistent with the District's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on District property and in District-sponsored publications. No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or District policy shall be allowed.

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Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the District, and how the benefits will be distributed.
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the District and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services.
3. The authority of the Board to retain exclusive right over the use of the District's name, logo, and other proprietary information. The sponsor's use of such information shall require prior approval of the Board.
4. The authority of the Board to terminate the agreement without any penalty or sanction to the District if the sponsor's message, business, or product becomes inconsistent with District vision, mission, or goals or the sponsor engages in any prohibited activity.
5. The prohibition against the collection of students' personal information except as allowed by law.

Online Fundraising

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the District, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the District's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the District.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant District policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the District, rather than a staff member, classroom, or school, will own the funded resources.

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Funds raised by an online fundraising campaign and donated to the District shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

Legal Reference: Education Code, Sections 35160; 41030; 41031; 41035-41038; 60071-60076

Policy Adopted: 06/1950 (BP 1300)

Policy Amended: 08/1985

Policy Adopted: 10/01/1991 (BP 1320)

Policy Amended: 12/03/1991

Policy Adopted: 12/17/2002 (BP 3290)

Policy Amended: 11/28/2017; 05/07/2019

Formerly BP 1300 & BP 1320