



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#3290**

**Section: 3000**

**Business and  
Noninstructional  
Operations  
Page 1 of 1**

---

### **GIFTS, GRANTS, AND BEQUESTS**

#### **Criteria To Be Considered For Review And Acceptance**

The following criteria shall be considered when reviewing all proposed gifts and bequests to the District. The Superintendent or designee shall evaluate all offers of gifts and recommend to the Board acceptance of those that satisfy the following criteria:

1. Will have a purpose consistent with the vision and goals of the District.
2. Will not be inappropriate or harmful to the welfare of students.
3. Will not violate any provisions of federal, state, or local laws and regulations.
4. Will not result in excessive maintenance, installation, or continued costs to the District.
5. Will not require a significant District match of funds which would create an undue financial burden on school operations
6. Will not imply the endorsement of any particular business or product or any specific political or religious point of view.

#### **Procedure For Review**

Any individual, company, or entity wishing to make a gift, donation, or bequest to the District may take action at any school site or the District Office. The site administrator shall review the gift, donation, and/or bequest to ensure adherence to the criteria listed above.

Upon receipt of the gift(s), a staff member will complete the "Donations to School/District" form. The site administrator will complete all applicable fields on the form and then forward it to the Educational Service department. If approved by the Director of Educational Services, then the form is forwarded to the Superintendent's office for placement on the next Board agenda.

#### **Procedure For Acceptance**

Final acceptance or rejection of gifts shall rest with the Board. Once accepted by the Board, all gifts, grants, and bequests shall become the property of the school district and a letter of appreciation shall be forwarded to the donor(s).