

MORONGO UNIFIED SCHOOL DISTRICT



GIFTS/DONATIONS, FUNDRAISING and GRANT PROCEDURES

All Gifts/Donations, Fundraising and Grant applications solicited on behalf of the Morongo Unified School District require prior approval from the Board of Education (**refer to board policy 3290 Exhibit A**). Items are due two weeks prior to the Board meeting date.

GIFTS/DONATIONS:

The following will be determined: a) is the donation appropriate for the classroom/school site/program? b) how will the donation be utilized? c) where will the donation be stored? d) what district departments will need to support the donated items (Maintenance, Purchasing, Fiscal, IT, etc.)?

1. Complete the Gifts and Donation Form (**refer to Exhibit B**) in its entirety and submit to Business Services for Board Approval. If your donation is monetary, you can bring your donation and form directly to Accounting. In addition, please send a copy of your form to Business Services for Board approval. Once approved you can move forward with accepting the donation.
2. All monetary donations need to be made payable to Morongo Unified School District. When the donation is deposited those funds will be earmarked for the site/department that the donation was given to.
3. You may send a thank you letter to the individual/business from which you are receiving a donation.

FUNDRAISING:

4. If you are participating on self-fundraising sites such as **Go Fund Me** or **DonorsChoose.org**, you are required to complete the "Fundraising Request Approval Form" for Board approval (**refer to Exhibit C for district guidelines and form**).
5. If you are participating in annual PTO/ASB Fundraising events during the school year, please complete the "Annual Fundraising" form (**refer to Exhibit D**).

GRANTS:

ARE YOU PLANNING TO APPLY FOR A GRANT?

1. Please complete the "Request to Apply for a Grant" form and submit to Business Services for Board approval (**refer to Exhibit E**).

All items received become the property of the Morongo Unified School District, and are not your personal property. The items must remain with the campus/program originally intended, no exceptions.

All technology related items need to be placed on the school/departments inventory and most must be barcoded by Purchasing and entered into the District's Destiny Resource Asset application.

IMPORTANT! Chances are some of your donations, fundraisers, or grant awards may require the help of departments such as Facilities Planning, Information Technology, Purchasing, and/or Business Services. It's important to think of this ahead of time. If this is the case for you, you'll need to first complete the Project Request form with your principal, found on the website (along with instructions) at <http://www.morongousd.com/StaffResources.aspx>

EXHIBIT A

Business and Noninstructional Operations BP 3290(a)

GIFTS, GRANTS AND BEQUESTS

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. 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.

(cf. 0200 - Goals for the School District)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 1260 - Educational Foundation)

(cf. 9270 - Conflict of Interest)

Before accepting a gift, the Board shall consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted

2. Entail undesirable or excessive costs

3. Promote the use of violence, drugs, tobacco, or alcohol

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

4. Advertise or endorse the use of non-nutritious food or beverages during the school day

(cf. 5030 - Student Wellness)

5. Encourage or enable the violation of any law or district policy

6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. 1325 - Advertising and Promotion)

Any gift of books or instructional materials may only be accepted if they meet district criteria for selection of instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

(cf. 3430 - Investing)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. 3440 - Inventories)

(cf. 3460 - Financial Reports and Accountability)

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.

(cf. 1113 - District and School Web Sites)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 3312 - Contracts)

(cf. 6145.2 - Athletic Competition)

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 in accordance with BP 1325 - Advertising and Promotion.

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 and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law.
5. 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 the district's vision, mission, or goals or the sponsor engages in any prohibited activity.

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

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.

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.

Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)

(cf. 7310 - Naming of Facility)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES California Consortium of Education Foundations: <http://www.cceflink.org>

Policy MORONGO UNIFIED SCHOOL DISTRICT adopted: October 2, 2001 Twentynine Palms, California

revised: 4/16/13; 8/27/19

EXHIBIT B

MORONGO UNIFIED SCHOOL DISTRICT GIFTS AND DONATIONS FORM

DATE:	
RECEIVING SITE:	
NAME AND COMPLETE ADDRESS OF DONOR:	
DESCRIPTION OF GIFT OR DONATION: Cash, Check, or Gift	If monetary please deliver to the Accounting Dept.
PURPOSE OF DONATION:	
ACCOUNT CODE: If applicable	
ESTIMATE VALUE:	\$
COMMENTS:	
<i>PRINCIPAL OR MANAGEMENT SUPERVISOR STATEMENT: On behalf of above named school or department and in accordance with Board Policy 3290, I recommend the Board of Education accept this gift. This gift is appropriate to the needs of the District and all criteria of the District will be met upon acceptance of this gift.</i>	
<i>Principal/Mgmt Name (print):</i>	
<i>Principal/Mgmt Name (sign):</i>	

EXHIBIT C

District Guidelines

for Participation on Fundraising Sites such as “Go Fund Me” and “DonorsChoose.org”

(Please note: this does not apply to ASB/PTO Annual Fundraisers)

To ensure your project is approved, please follow the guidelines listed below:

1. Complete and submit a “Fundraising Request Approval” form to the Business Office. ASB/PTO Annual Fundraisers will continue to use school letterhead and fundraising form procedures for BOE approval (Exhibit D).
2. The Business Office will review your request and provide a response within seven (7-10) business days. The Business Office will involve all departments that might have a stake in the project so be sure to have completed your Project Request form if necessary.
3. Once the project is approved by the Business Office, you may submit your project.

Things to Remember:

1. You are responsible for following all site fundraising guidelines.
2. No money, checks, or gift cards are sent to the teacher or school. Items requested are always shipped to the MUSD District Warehouse, P.O. Box 1209, Twentynine Palms, CA 92277. They will be checked in and delivered to your site from warehouse personnel.
3. Technology (ipads, computers, laptops, etc.) delivered to the warehouse must be placed on the schools inventory and must be barcoded and entered into the District’s Asset program prior to site delivery.
4. Learn the rules and regulations to be sure you are in compliance with your award and keep your principal up-to-date on the status, as well as notifying our Purchasing department if your project is funded or not (ext. 4258 or 4260).

MORONGO UNIFIED SCHOOL DISTRICT
FUNDRAISING REQUEST APPROVAL

Your Information

1. First Name *

2. Last Name *

3. Campus or Department *

4. Job Title *

5. Phone *

6. Email *

Project Information

7. Project Title *

What title will appear at the top of your project page?

8. Project Description *

Please include the actual text to be posted.

9. Enter the dollar amount being requested for this project. *

10. Breakdown of expenses *

List the merchandise selected through your sites vendor directory, including cost per item.

11. Does this project involve electronic devices, software, apps, or online subscriptions? *

Mark only one oval.

Yes

No

12. If yes, please click below to confirm you have read/agree to MUSD district guidelines for projects (attached) and have completed a Project Request form, if applicable.

Check all that apply

Confirm

13. I am an eligible applicant per fundraising site guidelines. *

Check all that apply

Yes

14. I have consulted with my principal during the development process, made revisions requested, and obtained principal approval. *

Check all that apply

Yes

15. I affirm that participation in this program will not result in unreasonable or hidden costs to the district and will not require extensive maintenance on the part of the district. If there may be other work or costs required I have completed the MUSD Project Request form. *

Check all that apply

Yes

16. I agree to fulfill all requirements and expectations outlined in the fundraising site guidelines. *

Check all that apply

Yes

17. I have read the MUSD District Guidelines and acknowledge that all items received via This fundraiser will be owned by MUSD, are not my personal property, and must remain with the campus/program described in the posted project. *

Check all that apply

Yes

Signature

If you have any questions regarding this form or your fundraising request, please contact the Business office at 760- 367-9191 ex. 4251, or Purchasing at 760-367-9191 ext. 4260.

EXHIBIT D

ANNUAL FUNDRAISERS

ALL FUNDRAISERS MUST BE APPROVED BY NUTRITION AND THE BOARD OF EDUCATION:

Please submit your fundraising activities list (on school letterhead and signed by your principal) along with a Fundraising Form (below) for each individual event. Please scan and send to Janet Barth/Nutritional Services for approval. Nutritional Services will then send the approved fundraising list to Business Services to bring to the Board of Education for approval. It is important you submit this information at least 4 weeks prior to an event to meet Board approval in time.

Please call extension 4251 with any questions.

ANNUAL FUNDRAISER Must be completed for all fundraisers

School Site: _____ Date Submitted: _____

Name of Fundraiser: _____

Date of Fundraiser: _____

_____ Non Food Item

_____ Food Item, not purchased or received during school day (only done ½ after school day)

_____ Food item, **Compliant** (attach food label specs)

_____ Food Item, unknown if **Compliant** (attach food label specs)

(Note: Cannot go to the BOE until it is analyzed)

EXHIBIT E

GRANT DEVELOPMENT FORM

Please complete the following form for Board approval when considering a grant application:

SITE INFO	Site Name:	
	Date:	
	Name of Person Applying for Grant:	
	Contact #	
GRANT INFO	Grant Name:	
	Amount of Request:	\$
	Grant Due Date:	
	Program Start Date:	
	Description/Summary of your Request and Program:	
	Are you Required to enter into Contract if Awarded?	
	If Awarded, will you Require Additional Assistance from Other Departments such as M&O, IT, Purchasing, to Complete your Program or Project?	
ADDITIONAL INFO	If you Answered yes to above, Have you Completed A Project Request Form (PRF)? This form can be found on the MUSD website under Staff Resources. (please attach a copy of the approved PRF to this form).	
Your Signature:		
Principal Signature:		

Forward this form to Business Services