

### **Gifts, Grant And Bequests**

Actions to be taken prior to any commitment to the donor by persons recommending acceptance of the gift (this would include all equipment and/or changes to buildings and grounds):

1. The principal or head of the department that would receive the gift will prepare the "Report of Proposed Gift" form, answering completely all parts of section A, and sign the form.
2. The form will then be forwarded to the Assistant Superintendent, Operational Services.
3. Assistant Superintendent, Operational Services will forward the form, if necessary, to the Maintenance and Operations Department or to the Purchasing Department.
4. After the form is returned by Maintenance and Operations or Purchasing to the Assistant Superintendent Operational Services, he/she will make his/her recommendation which will then go to the Superintendent or designee for approval.
5. Upon approval of the appropriate administrators, the Business Division will then notify the school or department of the next step to be taken in receipt of the gift (determine who will transport, install, etc.).

Where money has been donated to the district for purchase or construction of equipment, the donor should be instructed to draw a check payable to the district which, together with the requisition for equipment or construction of equipment should be forwarded to the Assistant Superintendent, Operational Services.

### **Parent/Guardian-Constructed Playground Equipment**

Administrative guidelines for parent/guardian-constructed playground equipment shall conform to the following procedure:

1. The Chief Financial Officer shall establish a recreation equipment committee: the chairperson of which shall be the Director of Purchasing.
2. The function of the recreation equipment committee shall include the following:
  - a. Establish minimum safety requirements for proposed projects.
  - b. Review plans and specifications for proposed projects.
  - c. Make recommendations to the Assistant Superintendent, Operational Services for approval of projects.
  - d. Certify completion and authorize child use.

3. Proposed construction projects approved by the committee and undertaken by parents/guardians shall be financed in their entirety by the parent/guardian group. Any request for district assistance must be made and approved or denied prior to initiation of construction.

4. Upon completion, the parents/guardians' group shall, in writing, convey ownership and control thereof to the district.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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