

## Mendocino Unified School District

### Business and Noninstructional Operations

#### **Gift Fund**

Gifts, bequests, and donations to the schools or the District which are made for a specific purpose will be used for that purpose unless deemed unacceptable by the Board. When this happens, explanation will be made to the donor and alternate uses suggested, or the gift, bequest, or donation returned.

A gift record and special Gift Fund will be maintained in the District Office for recording and receiving gifts and bequests of money or materials.

Gifts and bequests for which no purpose is specified by the donor may be distributed among existing fund raising projects or applied to current needs at the discretion of the Superintendent or administrator of the school to which the gift was made, if any was specified.

#### Employee Solicitations

No District employee or Board member should solicit gifts to the District without approval from his/her administrator or the Superintendent.

### **Administrative Regulation 3290.2**

Reviewed by Board 1/3/79

Revised by Board 1/18/85

Reviewed 12/1/88; Reviewed 3/14/96

