

REGULATIONS FOR PUBLIC DONATIONS TO THE SCHOOLS

Alexandria City Public Schools (ACPS) welcomes donations from individuals, organizations, corporations, and community groups if their donation enhances the educational or extracurricular experiences of students. However, donations must include a review of items to ensure their safety and usability by the school division. Accepted donations will be utilized in a manner that is consistent with the goals of ACPS.

This regulation governs the acceptance of donations made to the Alexandria City School Board (Board) and/or ACPS, including those made by organizations affiliated with ACPS (i.e., Parent Teacher Associations [PTAs] and booster clubs). Acceptance of donations by individual employees and Board Members must be in accordance with ACPS policy including GBI.

Definitions

- A. **Donation:** A nonreciprocal monetary gift (the transfer of funds) or gift of property (the transfer of real property or *any other* kind of personal property) to ACPS.
- B. **Grant:** Non-repayable funds disbursed by one party (grant maker), (e.g., a government department, corporation, foundation or trust), to the school division, one of its departments, programs, schools, or teachers for a specific educational purpose. Such purposes may include but are not limited to:
- Implementing special school programs;
 - Pursuing extra student activities; or
 - Furthering a teacher's training, studies or interests.
- In order to receive a grant, some form of "grant writing," often referred to as either a proposal or an application, is typically required. Most grants are made to fund a specific project and require some level of compliance and reporting.
- C. **Department Head:** Central Office Department Chief, Executive Director, or Director
- D. **Standards of Acceptance:** Defines which donations meet technical, safety, or programmatic requirements that deem them beneficial to ACPS and its students. In addition, to meet the standards of acceptance, all donations must be consistent with Policies KJ and KQ.
- E. **Unrestricted Donation:** A donation made by a donor with no limitations on how it is to be used by ACPS.
- F. **Restricted Donation:** A donor-imposed restriction that limits or directs the use of a donated asset, (such as to a particular ACPS school, department or program, or to create an endowment), but which does not undermine the voluntary, nonreciprocal transfer of the asset to ACPS.

45 G. **Disbursement Condition:** A donor-imposed, conditional promise to give that retains
46 rights and privileges on the asset donated, or which creates a barrier that must be
47 overcome before the asset becomes a contribution (i.e., one that requires particular action
48 by the Board to fully realize the donation).
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50 **Regulation Standards**

- 51
- 52 A. Donations may include equipment, materials, supplies, capital items (e.g., buildings,
53 vehicles, machinery, computer systems, furniture), or money given to the school
54 division or to an individual school, department or program for use in achieving or in
55 conjunction with educational or extracurricular objectives.
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- 57 B. ACPS is not obligated to accept any donation. Donations presented by an individual or
58 organization that are onerous for the school division to use or store, or which arise from
59 funds raised in a manner that ACPS deems to be incompatible with its goals, will be
60 refused. Donors should make every attempt to deliver accepted donations to ACPS. The
61 school division will only consider picking up donations in extraordinary
62 circumstances.
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- 64 C. All accepted donations become the property of the Board and are recorded as assets in
65 accordance with Policy ECA.
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- 67 D. If a donor wishes to specify the purpose(s) and/or recipient(s) of the donation, the donor
68 must do so in writing or on the donation submission form. As stated in Policy KH, such
69 requests are considered “restricted donations,” and not “disbursement conditions.”
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- 71 E. To meet donation *standards of acceptance*, a donation must:
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- 73 1. Have a purpose consistent with the goals of ACPS;
 - 74 2. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff,
75 time, maintenance, budget, materials, etc.) to ACPS;
 - 76 3. Place no unacceptable conditions or restrictions on the school division or its
77 educational or extracurricular programs;
 - 78 4. Not assume that the Board will accept responsibility for continuing the benefit of
79 or program supported by the donation if or when the funds are exhausted; and
 - 80 5. Meet any applicable federal, state, and/or local laws and regulations, Board
81 policies, regulations or guidelines associated with its construction or use; and meet
82 any applicable safety standards.
83
- 84 F. ACPS may determine that a donation should not be accepted if the donor has been
85 involved in, or gives the appearance of being involved in, any activity that is not in
86 alignment with ACPS goals and purposes including but not limited to:
87
- 88 1.
 - 89 2. Promotion of hostility or violence;
 - 90 3. An attack on individuals or groups on the basis of any type of
91 discrimination prohibited by Policy AC;

- 92 4. Discrimination prohibited by any law or Board policy;
- 93 5. Promotion of the use of drugs, alcohol, tobacco or firearms;
- 94 6. Promotion of sexual, obscene, or pornographic activities; or
- 95 7. Promotion of any image that is not in keeping with the established goals
- 96 and purposes of the Board.
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- 98 G. If a donation has a restriction (restricted donation) that requires the naming of a school
- 99 division facility, the naming process follows the procedures outlined in Policy FFA and
- 100 regulation FFA-R.

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102 **Donation Acceptance Procedures**

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- 104 A. All monetary donations of less than \$1,000, as well as supplies/property donations less
- 105 than \$1,000 that do not attach disbursement conditions may be accepted by the department
- 106 head or building principal. The principal or department head must first determine that the
- 107 donation meets the standards of acceptance before accepting it and submitting the ACPS
- 108 online donation form. School principals or department heads must receive the donation in
- 109 accordance with the Office of Community Partnerships and Engagement donation
- 110 acceptance procedures. (See Donation Acceptance Procedures Chart below).
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- 112 B. Donations with an estimated value of greater than \$1,000 but less than \$5,000 that do not
- 113 attach disbursement conditions do not require ACPS Board approval but must be
- 114 submitted through the ACPS online donation form. The Office of Community
- 115 Partnerships and Engagement will determine if the gift meets the standards of acceptance,
- 116 and consult with the department head or principal that aligns with the donation to explore
- 117 the donation’s viability. If the donation is accepted it will be reported in the ACPS
- 118 donations database.
- 119
- 120 C. In accordance with Policy KH, donations that have an estimated value of \$5,000 or greater
- 121 or that attach disbursement conditions, require Board approval. For such donations, the
- 122 Superintendent or the Executive Director of Community Partnerships and Engagement
- 123 will advise the Board on whether the gift meets the standards of acceptance and
- 124 recommend it for approval or disapproval at a Board meeting. The Office of Community
- 125 Partnerships and Engagement will consult with the department head or principal that
- 126 aligns with the donation and enter the gift information into the ACPS donations database.
- 127
- 128 D. Department heads work with the Office of Community Partnerships and Engagement to
- 129 periodically update the standards of acceptance for donations and will consult as needed
- 130 regarding the alignment and distribution of particular donations with these standards.
- 131
- 132 E. The following chart summarizes the steps and required approvals throughout the donation
- 133 acceptance process.
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Donation Value	Donation Acceptance Procedures
\$0-\$999	<ul style="list-style-type: none"> ● If donated to a school, the principal accepts the donation.

<p>Small-Scale School Supplies/Property Donations</p>	<ul style="list-style-type: none"> ● If donated to a specific department, the Department Head accepts the donation. ● An ACPS online donation form is not required. ● The donor submits the proper ACPS donation form. ● The Office of Community Partnerships and Engagement determines if the donation meets the standards of acceptance and consults with the department or school principal that aligns with the donation to explore the donation's viability. ● The Executive Director of Community Partnerships and Engagement confirms acceptance to the donor, establishes next steps for delivery and acknowledges donation through an official ACPS donation letter of thanks.
<p>\$0-\$999 Monetary Donations</p>	<ul style="list-style-type: none"> ● The donation must meet the standards of acceptance. ● The principal or department head accepts the donation and submits the ACPS online donation form to the Office of Community Partnerships and Engagement. ● The Office of Community Partnerships and Engagement acknowledges receipt to the donor.
<p>\$1,000-\$5,000</p>	<ul style="list-style-type: none"> ● The donation must meet the standards of acceptance. ● The donor submits the gift through the ACPS online donation form. ● The Office of Community Partnerships and Engagement, reviews the submitted donation form, consults with the appropriate department head, and if accepted, contacts the donor(s) and the proper next steps for delivery will be established. ● The Office of Community Partnerships and Engagement acknowledges receipt to the donor through an official ACPS donation letter of thanks.
<p>\$5,000 and above; or attaches disbursement conditions</p>	<ul style="list-style-type: none"> ● The donation must meet the standards of acceptance. ● Office of Community Partnerships and Engagement submits the gift through the ACPS online donation form. ● The Superintendent or the Executive Director of Community Partnerships and Engagement reviews the donation and consults with the appropriate department head and/or school principal and recommends Board approval or disapproval. ● The Board approves or disapproves the donation. ● If approved, the Office of Community Partnerships and Engagement contacts the donor(s) and the proper next steps for delivery are established.

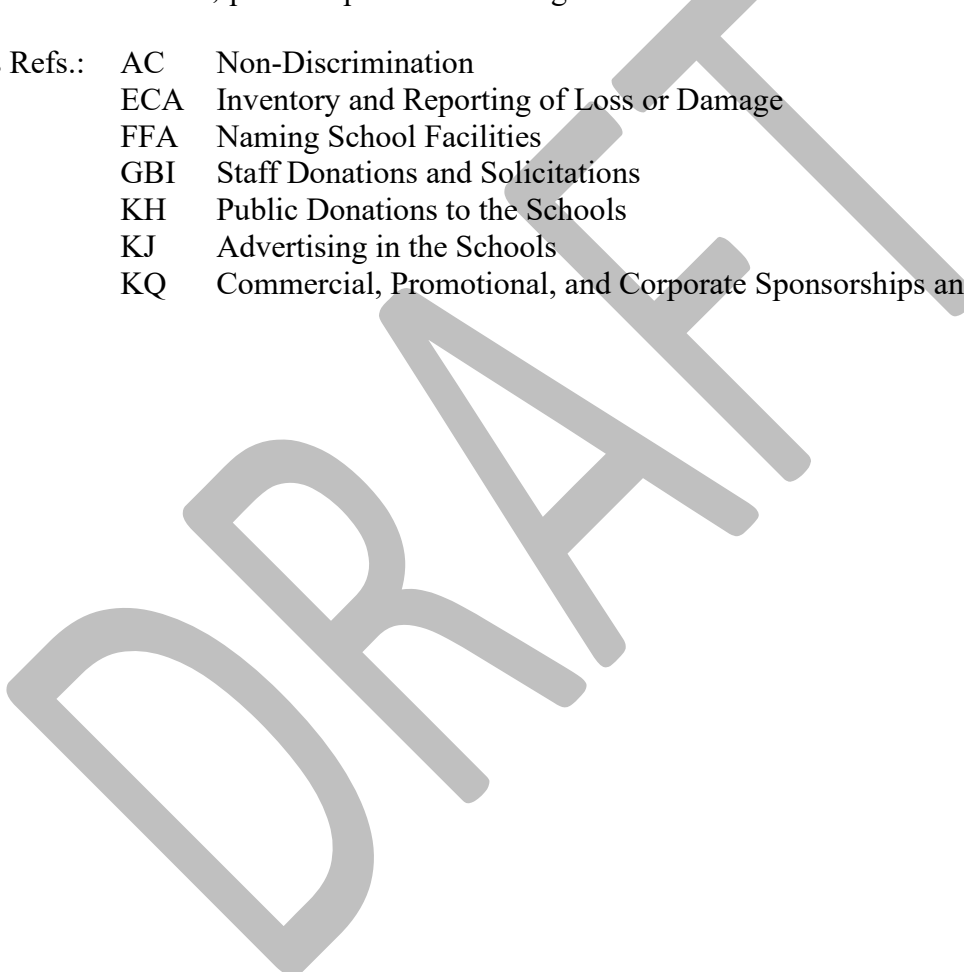
	<ul style="list-style-type: none">The Office of Community Partnerships and Engagement acknowledges receipt to the donor through an official ACPS donation letter of thanks
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Established: May 11, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.
Financial Accounting Standards Board, 1993. Accounting for Contributions Received and Contributions Made. *Statement of Financial Accounting Standards No. 116*, p.20. <http://www.fasb.org/resources/ccurl/770/425/fas116.pdf>

Cross Refs.: AC Non-Discrimination
ECA Inventory and Reporting of Loss or Damage
FFA Naming School Facilities
GBI Staff Donations and Solicitations
KH Public Donations to the Schools
KJ Advertising in the Schools
KQ Commercial, Promotional, and Corporate Sponsorships and Partnership



REGULATIONS FOR PUBLIC DONATIONS TO THE SCHOOLS

Commented [1]: This is an ACPS document

Purpose

Alexandria City Public Schools (ACPS) welcomes donations from individuals, organizations, corporations, and community groups if their donation enhances the educational or extracurricular experiences of students. However, donations must include a review of items to ensure their safety and usability by the school division. Accepted donations will be utilized in a manner that is consistent with the goals of ACPS. ~~The purpose of this regulation is to distinguish between different types and levels of donations, and to establish clear standards for what is acceptable, as well as clear processes for accepting and acknowledging donations.~~ This regulation governs the acceptance of donations made to the Alexandria City School Board (Board) and/or ACPS, including those made by organizations affiliated with ACPS (i.e., Parent Teacher Associations [PTAs] and booster clubs). Acceptance of donations by individual employees and Board Members must be in accordance with ACPS policy including GBI.

Definitions

- A. **Donation:** A nonreciprocal monetary gift (the transfer of funds) or gift of property (the transfer of real property or *any other* kind of personal property) to ~~ACPS~~Alexandria City Public Schools.
- B. **Grant:** Non-repayable funds disbursed by one party (grant maker), (e.g., a government department, corporation, foundation or trust), to the school division, one of its departments, programs, schools, or teachers for a specific educational purpose. Such purposes may include but are not limited to:
 - Implementing special school programs;
 - Pursuing extra student activities; or
 - Furthering a teacher's training, studies or interests.In order to receive a grant, some form of "grant writing," often referred to as either a proposal or an application, is typically required. Most grants are made to fund a specific project and require some level of compliance and reporting.
- C. **Department Head:** Central Office Department Chief, ~~Executive Director,~~ -or Director
- D. **Standards of Acceptance:** Defines which donations meet technical, safety, or programmatic requirements that deem them beneficial to ACPS and its students. In addition, to meet the standards of acceptance, all donations must be consistent with ~~P~~Policies KJ and KQ.
- E. **Unrestricted Donation:** A donation made by a donor with no limitations on how it is to be used by ACPS.
- F. **Restricted Donation:** A donor-imposed restriction that limits or directs the use of a donated asset, (such as to a particular ACPS school, department or program, or to create

45 an endowment), but which does not undermine the voluntary, nonreciprocal transfer of the
46 asset to ACPS.

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48 **G. Disbursement Condition:** A donor-imposed, conditional promise to give that retains
49 rights and privileges on the asset donated, or which creates a barrier that must be
50 overcome before the asset becomes a contribution (i.e., one that requires particular action
51 by the ~~School~~ Board to fully realize the donation).

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53 **Regulation Standards** ~~This regulation governs the acceptance of donations made to the School
54 Board and/or ACPS, including those made by organizations affiliated with ACPS (i.e., Parent
55 Teacher Associations (PTAs) and booster clubs). Acceptance of donations by individual
56 employees and Board Members must be in accordance with Policy GBI.~~

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- 57
58 A. Donations may include equipment, materials, supplies, capital items (e.g., buildings,
59 vehicles, machinery, computer systems, furniture), or money given to the school
60 division or to an individual school, department or program for use in achieving or in
61 conjunction with educational or extracurricular objectives.
- 62
63 B. ACPS is not obligated to accept any donation. Donations presented by an individual or
64 organization that are onerous for the school division to use or store, or which arise from
65 funds raised in a manner that ACPS deems to be incompatible with its goals, will be
66 refused. Donors should make every attempt to deliver accepted donations to ACPS. The
67 school division will only consider picking up donations in extraordinary
68 circumstances.
- 69
70 C. All accepted donations become the property of the ~~Alexandria City School~~ Board and are
71 ~~to be~~ recorded as assets in accordance with Policy ECA.
- 72
73 D. If a donor wishes to specify the purpose(s) and/or recipient(s) of the donation, the donor
74 must do so in writing or on the donation submission form. As stated in Policy KH, such
75 requests are considered “restricted donations,” and not “disbursement conditions.”
- 76
77 E. To meet donation *standards of acceptance*, a donation must:
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79 1. Have a purpose consistent with the goals of ACPS;
80 2. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff,
81 time, maintenance, budget, materials, etc.) to ACPS;
82 3. Place no unacceptable conditions or restrictions on the school division or its
83 educational or extracurricular programs;
84 4. Not assume that the ~~School~~ Board will accept responsibility for continuing the
85 benefit of or program supported by the donation if or when the funds are
86 exhausted; and
87 5. Meet any applicable federal, state, and/or local laws and regulations, Board
88 policies, regulations or guidelines associated with its construction or use; and meet
89 any applicable safety standards.
- 90

F. ACPS may determine that a donation should not be accepted if the donor has been involved in, or gives the appearance of being involved in, any activity that is not in alignment with ACPS goals and purposes including but not limited toof the following:

1. Involvement in serious criminal activity;
2. Promotion of hostility or violence;
3. An attack on individuals or groups on the basis of any type of discrimination prohibited by Policy AC;
4. Discrimination prohibited by any law or SchoolBoard policy;
5. Promotion of the use of drugs, alcohol, tobacco or firearms;
6. Promotion of sexual, obscene, or pornographic activities; or
7. Promotion of any image that is not in keeping with the established goals and purposes of the SchoolBoard.

Commented [3]: I remember that this was put into the regulation as to avoid having a donation from someone that has a criminal serious record and the ramification of accepting a "criminals" donation. I do agree that this needs to be changed or deleted. I don't think it is likely that we would know about their background in regards to criminal as we don't do a background check on donors.

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7.G. If a donation has a restriction (restricted donation) that requires the naming of a school division facility, the naming process follows the procedures outlined in Policy FFA and regulation FFA-R.

Donation Acceptance Procedures

~~Small-scale school supply donations are not subject to this regulation. Therefore, supplies or property donations made to individual schools, departments or programs with an estimated value of less than \$100 are not subject to the Donation Acceptance Procedures, and may be made directly to the school or department. Submission of online donation forms is not required for such items.~~

A. All monetary donations of less than \$1,000, as well as supplies/property donations greater than \$100 but less than \$1,000 that do not attach ~~disbursement conditions~~ may be accepted by the ~~Department~~ department Head or building principal ~~without further approval. However, the principal or Department~~ department Head must first determine that the donation meets the standards of acceptance before accepting it and submitting the ACPS online donation form. ~~School principals or Department Heads~~ heads shall must receive the donation in accordance with the Office of Community Partnerships and Engagement ~~Office of School, Business and Community Partnerships~~ donation acceptance procedures. (See Donation Acceptance Procedures Chart below).

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B. Donations with an estimated value of greater than \$1,000 but less than \$5,000 ~~\$2,500~~ that do not attach disbursement conditions do not require ACPS Board approval; but must be submitted through the ACPS online donation form. The Office of Community Partnerships and Engagement ~~Office of School, Business, and Community Partnerships~~ will determine if the gift meets the standards of acceptance, and consult with the Department ~~department~~ Head or Pprincipal that aligns with the donation to explore the donation's viability. If the donation is accepted it will be reported in the ACPS donations database.

C. In accordance with Policy KH, donations that have an estimated value of \$2,500 ~~\$5,000~~ or greater or that attach disbursement conditions, require SchoolBoard approval. For such donations, the Superintendent or the Executive Director of School, Business and Community Partnerships ~~Director of Community Partnerships and Engagement~~ will

138 advise the Board on whether the gift meets the standards of acceptance and recommend it
 139 for approval or disapproval at a ~~School~~ Board meeting. The Office of Community
 140 Partnerships and Engagement~~Office of School, Business, and Community Partnerships~~
 141 will consult with the ~~Department~~ department Head ~~head or P~~ principal that aligns with the
 142 donation and enter the gift information into the ACPS donations database.

143 ~~D. The information to be entered into the ACPS online donation form includes:~~

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- 145 ~~• Donor's name;~~
- 146 ~~• Donor's contact information;~~
- 147 ~~• Donor's business or organization (if applicable);~~
- 148 ~~• Type of donation;~~
- 149 ~~• Amount of donation;~~
- 150 ~~• Designation regarding any restrictions or conditions attached to the donation;~~
- 151 ~~• Relationship between the donor and any ACPS employee, student, School Board member, or the~~
 152 ~~Superintendent; and~~
- 153 ~~• Any additional information.~~

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 155 ~~This information will then be automatically entered into the ACPS donations database if the~~
 156 ~~donation is accepted.~~

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 158 ~~D. Department Heads~~ heads ~~will~~ work with the Office of Community Partnerships and
 159 Engagement~~Office of School, Business, and Community Partnerships~~ to periodically
 160 update the standards of acceptance for donations and will consult as needed regarding the
 161 alignment and distribution of particular donations with these standards.

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 163 ~~The following chart summarizes the steps and required approvals throughout the donation~~
 164 ~~acceptance process.~~

165 ~~A.E.~~

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 167 ~~E.A. The following chart summarizes the steps and required approvals~~
 168 ~~throughout the donation acceptance process.~~

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Donation Value	Donation Acceptance Procedures
<p>\$0-\$999,000 100</p> <p>Small-Scale School Supplies/ Property Donations</p>	<ul style="list-style-type: none"> • If donated to a school, the principal accepts the donation. • If donated to a specific department, the Department Head accepts the donation. • <u>An ACPS online donation form is not required.</u> • <u>The donor submits the proper ACPS donation form.</u> • <u>The Office of Community Partnerships and Engagement determines if the donation meets the standards of acceptance, and consults with the Ddepartment or Sschool Pprincipal that aligns with the donation to explore the donation's viability.</u> • <u>The Executive Director of Community Partnerships and Engagement confirms acceptance to the donor, establishes next</u>

	<p><u>steps for delivery and acknowledges donation through an official ACPS donation letter of thanks.</u></p>
<p>\$0-\$999 Monetary Donations</p>	<ul style="list-style-type: none"> • The donation must meet the standards of acceptance. • The principal or Department <u>department Head</u> head accepts the donation and submits the ACPS online donation form to the <u>Office of Community Partnerships and Engagement</u> Office of School, Business, and Community Partnerships. • The <u>Office of Community Partnerships and Engagement</u> Office of School, Business and Community Partnerships will acknowledge receipt to the donor.
<p>Donation Value</p>	<p>Donation Acceptance Procedures</p>
<p>\$100-\$999 Property Donations</p>	<ul style="list-style-type: none"> • The donation must meet the standards of acceptance. • The principal or Department Head accepts the donation and submits the ACPS online donation form to the Office of School, Business, and Community Partnerships. • The Office of School, Business and Community Partnerships will acknowledge receipt to the donor.
<p>\$01,000- \$5,0002,499</p>	<ul style="list-style-type: none"> • The donation must meet the standards of acceptance. • The donor <u>Office of Community Partnerships and Engagement</u> donor School, Business and Community Partnerships will submit the gift through the ACPS online donation form. • <u>The Office of Community Partnerships and Engagement</u>, reviews the <u>submitted donation form</u>, consults with the appropriate <u>Department</u> department <u>Head</u> head, and if accepted, <u>will</u> will contact the donor(s) and the proper next steps for delivery will be established. • The <u>Office of Community Partnerships and Engagement</u> Office of School, Business and Community Partnerships will acknowledge receipt to the donor: will acknowledge donation through an official ACPS donation letter of thanks.
<p>\$5,000 2,500 and above; or attaches disbursement conditions</p>	<ul style="list-style-type: none"> • The donation must meet the standards of acceptance. • Office of Community Partnerships and Engagement <u>The donor</u> will submit the gift through the ACPS online donation form. • The Office of School, Business and Community Partnerships submits the gift through the ACPS online donation form. • The Superintendent or the Executive Director of Community Partnerships and Engagement <u>Director of School, Business and Community Partnerships</u> reviews the donation and consults with

	<p>the appropriate Ddepartment Head head and/or Sschool Pprincipal and recommends Board approval or disapproval.</p> <ul style="list-style-type: none">• The SchoolBoard approves or disapproves the donation.• If approved, tThe Office of -Community Partnerships and Engagement School, Business and Community Partnershipscontacts the donor(s) and the proper next steps for delivery are established.• The Office of Community Partnerships and Engagement will acknowledge receipt to the donor and will acknowledge donation through an official ACPS donation letter of thanks.provide an official ACPS donation letter of thanksThe Office of School, Business and Community Partnerships will acknowledge receipt to the donor.
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Established: May 11, 2017

Legal Ref.: Code of Virginia, 1950, as amended, [§ 22.1-126](#) [§ 22.1-126](#).

Financial Accounting Standards Board, 1993. Accounting for Contributions Received and Contributions Made. *Statement of Financial Accounting Standards No. 116*, p.20. <http://www.fasb.org/resources/ccurl/770/425/fas116.pdf>

Cross Refs.: AC Non-Discrimination
ECA Inventory and Reporting of Loss or Damage
FFA Naming School Facilities
GBI Staff Donations and Solicitations
KH Public Donations to the Schools
KJ Advertising in the Schools
KQ Commercial, Promotional, and Corporate Sponsorships and Partnership