

**North Monterey County Unified School District  
Acceptance of Donations Procedures**

TO: All Staff  
From: Dr. Conny Santa Cruz  
Re: Acceptance of Donations Procedures  
Date: 07/01/2024

Dear Colleagues,

Having established procedures for accepting donations ensures that the process is transparent, consistent, legally compliant, and aligned with the district's goals. It helps build trust with donors, manages risks, and ultimately enhances the district's ability to serve its students and community effectively.

Here are the key points explaining the relevance of such procedures:

Having established procedures for accepting donations is crucial for several reasons, especially within a school district like the North Monterey County Unified School District. Here are the key points explaining the relevance of such procedures:

- Transparency and Accountability
- Legal Compliance
- Consistency
- Alignment with Educational Goals
- Building Trust with Donors
- Risk Management
- Community Engagement

Attached to this memo you will find the Acceptance of Donations Procedures to guide our daily practice. (NEXT PAGE)

**North Monterey County Unified School District  
Acceptance of Donations Procedures**

1. *All donations to the district must be accepted by the Governing Board.*
2. The site will complete a Donation Form for the Board monthly, as needed.
3. Donations are to be submitted to the Business Office for Board Approval.
4. The site must provide the following information with each Donation to be included in the board agenda:
  - a. The complete contact information of the person/business that is making the donation to the district (name, mailing address, etc.)
  - b. A copy of any letter from the donor that the site might have received (if available).
  - c. If goods or services are donated, a monetary value for the donation must be included on the Donation Form for the Board. (Can be an estimated value.)
  - d. A transmittal of deposit is required *for all cash or check donations*.

Upon Governing Board approval and acceptance of the donation, the Business Office will send a thank you letter to the donor.

*The Donation Form to the Board (below) must be completed by the site and submitted to the business department (*Rosio Sandoval*) to be included in the board agenda the Wednesday before the board meeting.*

**North Monterey County Unified School District  
Monthly Donation Form for Board Approval**

**TO: District Office**

**FROM: [name], Site Principal**

**SITE: [enter school name]**

**PRINCIPAL'S SIGNATURE: \_\_\_\_\_**

**DATE: [enter]**

**Types of Donations**

1. Cash
2. Check
3. Services
4. Materials

*Please use this form for donations ONLY*

<b>Donor</b>	<b>Mailing Address</b>	<b>Designated Use</b>	<b>Type of Donation (#)</b>	<b>Value</b>

\* ALL Donations are made in accordance with [BP 3290](#)

(SAMPLE) Thank you letter AFTER board approval.

Dr. Conny Santa Cruz  
Assistant Superintendent of Business Services  
North Monterey County Unified School District  
13994 Castroville Blvd.  
Castroville, CA 95012  
[\[Date\]](#)

[\[Donor's Name\]](#)  
[\[Donor's Title \(if applicable\)\]](#)  
[\[Company/Organization \(if applicable\)\]](#)  
[\[Donor's Address\]](#)  
[\[City, State, ZIP\]](#)

Dear [\[Donor's Name\]](#),

On behalf of the North Monterey County Unified School District, I am writing to express our deepest gratitude for your generous donation of [\[description of the donation\]](#). Your support plays a crucial role in helping us enhance the educational experience for our students and community.

Your donation will be used in the best interest of the district's educational programs. We appreciate your commitment to supporting our mission and making a positive impact on our students' lives.

Please know that your contribution is deeply appreciated by our students, faculty, and staff. It is with the support of individuals like you that we can continue to offer quality education and resources to our community.

For your records, North Monterey County Unified School District is NOT a 501(c)(3) non-profit organization. Your contribution is not tax-deductible to the extent allowed by law. We recommend that you consult with your tax advisor for specific details regarding your donation.

Once again, thank you for your generosity and support. If you have any questions or need further information, please do not hesitate to contact us.

Sincerely,

Dr. Conny Santa Cruz  
Assistant Superintendent of Business Services  
North Monterey County Unified School District