

Salt Lake City School District Administrative Procedures for Board Policy C - 6

Under Revision

Title: Community Donations, Contributions, and Gifts
Index: C = Community Policies

References: [Salt Lake City School District Policy C-6](#)

Definitions:

The Salt Lake Education Foundation is a non-profit 501 (c) (3) organization for the purpose of soliciting and receiving contributions of money and in-kind gifts solely for the schools and programs of the Salt Lake City School District.

Donation: The Salt Lake Education Foundation is the official organization empowered by the Salt Lake City School District to receive donations and gifts on behalf of the school district.

Fund Raising Vendors: The foundation will act as a clearinghouse for fund raising vendors. The foundation will prepare and distribute a biannual list of fund raising vendors which have been reviewed and found to be reputable. Schools are encouraged to work with vendors that appear on the list for all fund raising activities.

Procedures for Implementation:

1. All activities of the foundation conform to goals, policies, and practices of the Salt Lake City School District Board of Education.
2. Donations received by local schools may be deposited in the foundation account.
3. Upon receiving a donation, the donor will be issued acknowledgement which complies with Internal Revenue Service (IRS) regulations. Receipts and acknowledgements for donations not deposited in the foundation will be the responsibility of the receiving program or school.
4. The Salt Lake City School District Board of Education will provide, at the expense of the board, staff services for the foundation as may be approved and included in the budget of the board of education.

Approved by: McKell Withers
Date: 3/24/04