



# Forest Ranch Charter School

~ elevate your education

---

## Board Policy – Gift Receiving

### 1. Purpose

- a. The purpose of the Gift Receiving Policy is to delineate policies and guidelines governing the acceptance of gifts by Forest Ranch Charter School and to provide guidance to prospective donors if making gifts to the organization.

### 2. Unacceptable Gifts

- a. Although we appreciate any donor who is interested in donating a gift to our organization, Forest Ranch Charter School will not engage in any of the following gift receiving practices:
  - i. Accepting gifts that violate federal or municipal laws;
  - ii. Accepting gifts that require Forest Ranch Charter School to provide special consideration or treatment to any client, donor, entity etc.;
  - iii. Accepting gifts that require Forest Ranch Charter School to deviate from its normal hiring, promotion or contracting procedures;
  - iv. Accepting gifts in any cash amount without first being approved by the Executive Director;
  - v. Accepting contributions in the form of property, patents, licenses, trusts, bequests, retirement plans, life insurance and securities;
  - vi. Accepting gifts from organizations whose core activities may be in direct conflict with the mission of Forest Ranch Charter School or which may limit our ability to provide our services.
- b. When appropriate, the Executive Director will consult with the Board of Directors regarding all gifts prior to acceptance.
- c. Forest Ranch Charter School respectfully reserves the right to refuse any gift it believes is not in the best interest of the organization.
- d. Forest Ranch Charter School employees may not accept any gifts on the School's behalf without the prior consent of the Executive Director. Under no circumstances shall a School employee accept monetary gifts consisting of but not limited to: gift certificates, coupons, or entertainment tickets, etc.
- e. The only gifts acceptable to receive without the prior consent of the Executive Director are those marginal, peripheral gifts including small food baskets or edible treats (i.e. food baskets, chocolate treats, pastries, etc).

### 3. Adoption

- a. This board policy was originally adopted by the Forest Ranch Charter School governing board on May 19, 2009.
- b. This board policy was reviewed and approved by the Forest Ranch Charter School governing board on March 23, 2011.
- c. The next annual review will occur on or before March 23, 2012.