

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION  
3350 Education Drive, San Luis Obispo, CA 93405

FORM #1510A  
GIFTS TO THE SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

Name of prospective donor: \_\_\_\_\_

Description of proposed gift/donation/bequest:

ESTIMATED VALUE: \$ \_\_\_\_\_

Please describe the activity or event leading to gift/donation, if any. Include accountability procedures, including responsible persons:

What need will the gift/donation meet?

Describe any conditions which must be met by the County Office of Education:

Name of authorized person representing the donor: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Business)

Report submitted by: \_\_\_\_\_  
(Name) (Date)

*PLEASE SUBMIT THIS FORM IN DUPLICATE TO THE COUNTY SUPERINTENDENT OF SCHOOLS*

**FOR COUNTY OFFICE OF EDUCATION USE ONLY**

**Date Received:** \_\_\_\_\_

**Disposition:**

**County Superintendent/Designee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(AR) #1510 GIFTS TO THE SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

It is the policy of both the County Board of Education and the San Luis Obispo County Office of Education accept gifts lawfully submitted for public education purposes pursuant to Education Code Sections §35273 and §35160.

The following criteria shall be applied in accepting a gift:

1. The gift must fulfill a recognized public educational need in San Luis Obispo County.
2. If a gift of equipment, that gift must be of similar material to the type of equipment already in use in the schools or the San Luis Obispo County Office of Education (unless the donation is clearly related to testing of experimental equipment).
3. The gift shall require only nominal outlay for maintenance and operation.
4. Any conditions attached to the gift must be reasonable in light of the financial and education resources and needs of the San Luis Obispo County Office of Education.
5. Donations of \$500 or greater in value must be accepted by the County Board of Education. Donations of lesser amounts can be accepted by the County Superintendent of Schools.

Upon an offer of a donation, devise or bequest to the San Luis Obispo County Office of Education, the Superintendent or his/her designee may accept or reject the gift, or may request the proposed donor, estate administrator or estate executor to prepare Form #1510A, "Gifts to the San Luis Obispo County Office of Education" prior to acceptance. That form shall be processed for acceptance or rejection by the County Superintendent of Schools and the County Superintendent shall, at the next regular meeting of the County Board of Education, report on the proposed donation and the disposition made by the Superintendent.

In addition, the County Superintendent of Schools may request that the prospective donor or his legal representative (i.e., estate administrator or executor) provide a letter from the administrative officer of competent jurisdiction (i.e., County or City) certifying that any fund raising activity conducted in connection with this proposed gift is either permitted, licensed or exempt from any licensing requirement imposed by ordinance on fund raising or solicitations in that jurisdiction.

The designated person shall determine that the acceptance of chemicals shall not result in hazards to employees and/or students of the San Luis Obispo County Office of Education. Chemical donations in excess of safe storage and/or practical usage shall not be accepted. The County Superintendent of Schools shall establish regulations, as necessary, in order to carry out this policy.

Acceptance of a gift resulting from a fund raising activity shall not constitute an endorsement of the activity or agency, organization, or individual conducting the activity.

REVIEWED BY SCHOOLS LEGAL SERVICE JV 4/25/84; JV 1/15/86  
Date

APPROVED BY COUNTY SUPERINTENDENT EDC 11/10/81  
Date

REVISED BY COUNTY SUPERINTENDENT SC 3/6/86; 11/3/88; JDC 1/24/01  
Date

REVISED BY COUNTY BOARD OF EDUCATION 5/3/01