

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

PURPOSE

The Board of Directors of SIATech (the "Board"), with an understanding of its mission and responsibilities for accepting gifts for the benefit of SIATech (the "School"), has established the following Gift Acceptance Policy (the "Policy").

The purpose of the Policy is to give guidance and counsel to those individuals within the Board and the School community concerned with soliciting gifts. All gifts are to be accepted or rejected in accordance with the policies set forth herein. To prevent misunderstandings and conflicts, these guidelines should be viewed as flexible and realistic in order to accommodate unpredictable fundraising situations and donor expectations. Such situations and expectations, however, must be consistent with the mission of the School and this Policy.

The scope of this Policy is limited to acceptance or rejection of proposed gifts; it is not intended to cover disposition of property owned by the Board.

I. POLICY STATEMENTS

A. Board Acceptance of Gifts and Grants: The Board of Directors shall exercise its public trust in making final decisions for the acceptance of all gifts and grants and for any exception to its policies and guidelines. The Board shall accept only those gifts the transference and implementation of which shall be deemed consistent with the public laws and/or regulations of the United States of America and the State of California.

B. Gift Acceptance Conditions:

The School shall accept only gifts that are consistent with the core educational values of the School and:

- 1) are compatible with and meet the mission of the School and the Board (i.e. gifts specifically for students currently enrolled at the School or for a specific School program or capital project) ;
- 2) are in compliance with the federal and/or state statutes, regulations, rulings, or court decisions that stipulate the conditions under which contributions may be tax favored; and
- 3) are compatible with the School's tax-exempt status.

The School and Board reserve the right to refuse any gift that is not consistent with its mission unless a specific exception is granted by the Board. By way of illustration, and not of limitation, the Board will not accept any gift that:

- 1) violates any federal, state or local statute or ordinance;
- 2) does not meet the mission of the School.

C. Philanthropic Intent: The School shall determine that gifts and grants to the School are evidence of philanthropic intent and that the donor's philanthropy is in accord with the stated mission and goals of the School.

D. General Procedures: With increasing competition for gift dollars in education, it is essential that the

Board and staff make every contact with prospects and donors meaningful and appropriate. The Board and staff must be sensitive to the interests and capabilities of its donors and donor prospects and must not burden them with excessive or inappropriate solicitations.

Staff and Board will follow guidelines for donations as established by the finance department.

E. Ethics: The School shall assure itself that all philanthropic promotions and solicitations are ethical.

F. Gift Acknowledgement:

The School will acknowledge the receipt of all gifts in writing and in a manner which satisfies the IRS's substantiation requirements for the deduction of charitable gifts by individual donors.

G. Stewardship: The School will be responsible for good stewardship toward its donors.

- 1) All gifts will be acknowledged within a reasonable period of time.
- 2) All gift acknowledgment letters/receipts will be prepared by the Superintendent/CEO or his/her designee.
- 3) Gifts to the School shall be reported in a manner consistent with the standards recommended by the Association of Fundraising Professionals (AFP).

H. Conflict of Interest: The Board and staff will assure that they are circumspect in all dealings with donors in order to avoid, even the appearance of any act of self-dealing.

I. Conformity to Federal and State Laws: The Board will assure itself that fund raising activities comply with local, state and federal laws.

J. TYPES OF GIFTS: DEFINITIONS

A gift is defined as a voluntary transfer of assets from a person or an organization to the School where no goods or services are expected, implied or forthcoming for the donor. Gifts usually take the form of cash, real property or personal property. The following criteria generally identify a gift:

- 1) A gift is motivated by charitable intent.
- 2) Gifts are irrevocable transfers of assets. The School is not obliged to return unexpended funds. (If for some reason, the School is unable to comply with the donor's intent, or if the gift has been misdirected to the School, a return of gift may be issued at the School's discretion, less any out of pocket expenses. The Superintendent/CEO or his/her designee is authorized to approve the return of a gift.)
- 3) Gifts are not generally subject to an exchange of consideration or other contractual duties between the School and the donor, although objectives may be stated and funds may be restricted to a specific purpose.
- 4) A period of performance is not specified.
- 5) Donors are not provided formal financial accountings. A general report to the donor stating the utilization or impact of the gift is appropriate, and may be desirable.
- 6) Generally, funds received from individuals, closely held corporations, and family foundations will be classified as gifts. Funds received from corporations, corporate foundations, and major foundations are classified as gifts unless the grant requires performance or other consideration.

The Board of Directors recognizes these forms of gift commitments:

Unrestricted/Undesignated: These gifts are for use where the board of directors deems best for the School.

Preferred Use (Designated): Donors may indicate a preferred use of gifts but do not and will not hold the Board responsible for absolute, legal, restricted use which is cited only as a preference.

Restricted/Legally Binding: Such gifts should be few and far between inasmuch as they tie the hands of future boards of directors should the purpose of the restriction no longer apply. No restricted gift should be accepted by the Board without a "relief" statement such as the one which follows. This provision permits future boards of directors to use such gifts nearest to the intent of the donor.

"Should the purpose(s) for which this gift is provided no longer exist, the then existing governing board is authorized to apply the gift and/or its income nearest to the donor's intended purpose."

Gifts-in-Kind: Gifts of equipment, supplies, professional services, contract services, art, furnishings, books, etc. should be accepted only if such gifts add materially to accomplishing the purposes of the organization. The IRS holds the donor responsible for valuing the gift. The Board and or School cannot be party to the valuation.

DATE OF ADOPTION BY THE BOARD: