

## REGULATIONS FOR PUBLIC DONATIONS TO THE SCHOOLS

Alexandria City Public Schools (ACPS) welcomes donations from individuals, organizations, corporations, and community groups if their donation enhances the educational or extracurricular experiences of students. However, donations must include a review of items to ensure their safety and usability by the school division. Accepted donations will be utilized in a manner that is consistent with the goals of ACPS.

This regulation governs the acceptance of donations made to the Alexandria City School Board (Board) and/or ACPS, including those made by organizations affiliated with ACPS (i.e., Parent Teacher Associations [PTAs] and booster clubs). Acceptance of donations by individual employees and Board Members must be in accordance with ACPS policy including GBI.

### Definitions

A. **Donation:** A nonreciprocal monetary gift (the transfer of funds) or gift of property (the transfer of real property or *any other* kind of personal property) to ACPS.

B. **Grant:** Non-repayable funds disbursed by one party (grant maker), (e.g., a government department, corporation, foundation or trust), to the school division, one of its departments, programs, schools, or teachers for a specific educational purpose. Such purposes may include but are not limited to:

- Implementing special school programs;
- Pursuing extra student activities; or
- Furthering a teacher's training, studies or interests.

In order to receive a grant, some form of "grant writing," often referred to as either a proposal or an application, is typically required. Most grants are made to fund a specific project and require some level of compliance and reporting.

C. **Department Head:** Central Office Department Chief, Executive Director, or Director

D. **Standards of Acceptance:** Defines which donations meet technical, safety, or programmatic requirements that deem them beneficial to ACPS and its students. In addition, to meet the standards of acceptance, all donations must be consistent with Policies KJ and KQ.

E. **Unrestricted Donation:** A donation made by a donor with no limitations on how it is to be used by ACPS.

F. **Restricted Donation:** A donor-imposed restriction that limits or directs the use of a donated asset, (such as to a particular ACPS school, department or program, or to create an endowment), but which does not undermine the voluntary, nonreciprocal transfer of the asset to ACPS.

44 G. **Disbursement Condition:** A donor-imposed, conditional promise to give that retains  
45 rights and privileges on the asset donated, or which creates a barrier that must be  
46 overcome before the asset becomes a contribution (i.e., one that requires particular action  
47 by the Board to fully realize the donation).  
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49 **Regulation Standards**  
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51 A. Donations may include equipment, materials, supplies, capital items (e.g., buildings,  
52 vehicles, machinery, computer systems, furniture), or money given to the school  
53 division or to an individual school, department or program for use in achieving or in  
54 conjunction with educational or extracurricular objectives.  
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56 B. ACPS is not obligated to accept any donation. Donations presented by an individual or  
57 organization that are onerous for the school division to use or store, or which arise from  
58 funds raised in a manner that ACPS deems to be incompatible with its goals, will be  
59 refused. Donors should make every attempt to deliver accepted donations to ACPS. The  
60 school division will only consider picking up donations in extraordinary  
61 circumstances.  
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63 C. All accepted donations become the property of the Board and are recorded as assets in  
64 accordance with Policy ECA.  
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66 D. If a donor wishes to specify the purpose(s) and/or recipient(s) of the donation, the donor  
67 must do so in writing or on the donation submission form. As stated in Policy KH, such  
68 requests are considered “restricted donations,” and not “disbursement conditions.”  
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70 E. To meet donation *standards of acceptance*, a donation must:  
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- 72 1. Have a purpose consistent with the goals of ACPS;
- 73 2. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff,  
74 time, maintenance, budget, materials, etc.) to ACPS;
- 75 3. Place no unacceptable conditions or restrictions on the school division or its  
76 educational or extracurricular programs;
- 77 4. Not assume that the Board will accept responsibility for continuing the benefit of  
78 or program supported by the donation if or when the funds are exhausted; and
- 79 5. Meet any applicable federal, state, and/or local laws and regulations, Board  
80 policies, regulations or guidelines associated with its construction or use; and meet  
81 any applicable safety standards.  
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83 F. ACPS may determine that a donation should not be accepted if the donor has been  
84 involved in, or gives the appearance of being involved in, any activity that is not in  
85 alignment with ACPS goals and purposes including but not limited to:  
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- 87 1. Promotion of hostility or violence;
- 88 2. An attack on individuals or groups on the basis of any type of  
89 discrimination prohibited by Policy AC;
- 90 3. Discrimination prohibited by any law or Board policy;

- 91 4. Promotion of the use of drugs, alcohol, tobacco or firearms;
- 92 5. Promotion of sexual, obscene, or pornographic activities; or
- 93 6. Promotion of any image that is not in keeping with the established goals
- 94 and purposes of the Board.
- 95
- 96 G. If a donation has a restriction (restricted donation) that requires the naming of a school
- 97 division facility, the naming process follows the procedures outlined in Policy FFA and
- 98 regulation FFA-R.
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100 **Donation Acceptance Procedures**

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- 102 A. All monetary donations of less than \$1,000, as well as supplies/property donations less
- 103 than \$1,000 that do not attach disbursement conditions may be accepted by the department
- 104 head or building principal. The principal or department head must first determine that the
- 105 donation meets the standards of acceptance before accepting it and submitting the ACPS
- 106 online donation form. School principals or department heads must receive the donation in
- 107 accordance with the Office of Community Partnerships and Engagement donation
- 108 acceptance procedures. (See Donation Acceptance Procedures Chart below).
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- 110 B. Donations with an estimated value of greater than \$1,000 but less than \$5,000 that do not
- 111 attach disbursement conditions do not require ACPS Board approval but must be
- 112 submitted through the ACPS online donation form. The Office of Community
- 113 Partnerships and Engagement will determine if the gift meets the standards of acceptance,
- 114 and consult with the department head or principal that aligns with the donation to explore
- 115 the donation’s viability. If the donation is accepted it will be reported in the ACPS
- 116 donations database.
- 117
- 118 C. In accordance with Policy KH, donations that have an estimated value of \$5,000 or greater
- 119 or that attach disbursement conditions, require Board approval. For such donations, the
- 120 Superintendent or the Executive Director of Community Partnerships and Engagement
- 121 will advise the Board on whether the gift meets the standards of acceptance and
- 122 recommend it for approval or disapproval at a Board meeting. The Office of Community
- 123 Partnerships and Engagement will consult with the department head or principal that
- 124 aligns with the donation and enter the gift information into the ACPS donations database.
- 125
- 126 D. Department heads work with the Office of Community Partnerships and Engagement to
- 127 periodically update the standards of acceptance for donations and will consult as needed
- 128 regarding the alignment and distribution of particular donations with these standards.
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- 130 E. The following chart summarizes the steps and required approvals throughout the donation
- 131 acceptance process.
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Donation Value	Donation Acceptance Procedures
\$0-\$999	<ul style="list-style-type: none"> <li>● If donated to a school, the principal accepts the donation.</li> </ul>

<p><b>Small-Scale School Supplies/ Property Donations</b></p>	<ul style="list-style-type: none"> <li>● If donated to a specific department, the Department Head accepts the donation.</li> <li>● An ACPS online donation form is not required.</li> <li>● The donor submits the proper ACPS donation form.</li> <li>● The Office of Community Partnerships and Engagement determines if the donation meets the standards of acceptance and consults with the department or school principal that aligns with the donation to explore the donation's viability.</li> <li>● The Executive Director of Community Partnerships and Engagement confirms acceptance to the donor, establishes next steps for delivery and acknowledges donation through an official ACPS donation letter of thanks.</li> </ul>
<p><b>\$0-\$999 Monetary Donations</b></p>	<ul style="list-style-type: none"> <li>● The donation must meet the standards of acceptance.</li> <li>● The principal or department head accepts the donation and submits the ACPS online donation form to the Office of Community Partnerships and Engagement.</li> <li>● The Office of Community Partnerships and Engagement acknowledges receipt to the donor.</li> </ul>
<p><b>\$1,000-\$5,000</b></p>	<ul style="list-style-type: none"> <li>● The donation must meet the standards of acceptance.</li> <li>● The donor submits the gift through the ACPS online donation form.</li> <li>● The Office of Community Partnerships and Engagement, reviews the submitted donation form, consults with the appropriate department head, and if accepted, contacts the donor(s) and the proper next steps for delivery will be established.</li> <li>● The Office of Community Partnerships and Engagement acknowledges receipt to the donor through an official ACPS donation letter of thanks.</li> </ul>
<p><b>\$5,000 and above; or attaches disbursement conditions</b></p>	<ul style="list-style-type: none"> <li>● The donation must meet the standards of acceptance.</li> <li>● Office of Community Partnerships and Engagement submits the gift through the ACPS online donation form.</li> <li>● The Superintendent or the Executive Director of Community Partnerships and Engagement reviews the donation and consults with the appropriate department head and/or school principal and recommends Board approval or disapproval.</li> <li>● The Board approves or disapproves the donation.</li> <li>● If approved, the Office of Community Partnerships and Engagement contacts the donor(s) and the proper next steps for delivery are established.</li> </ul>

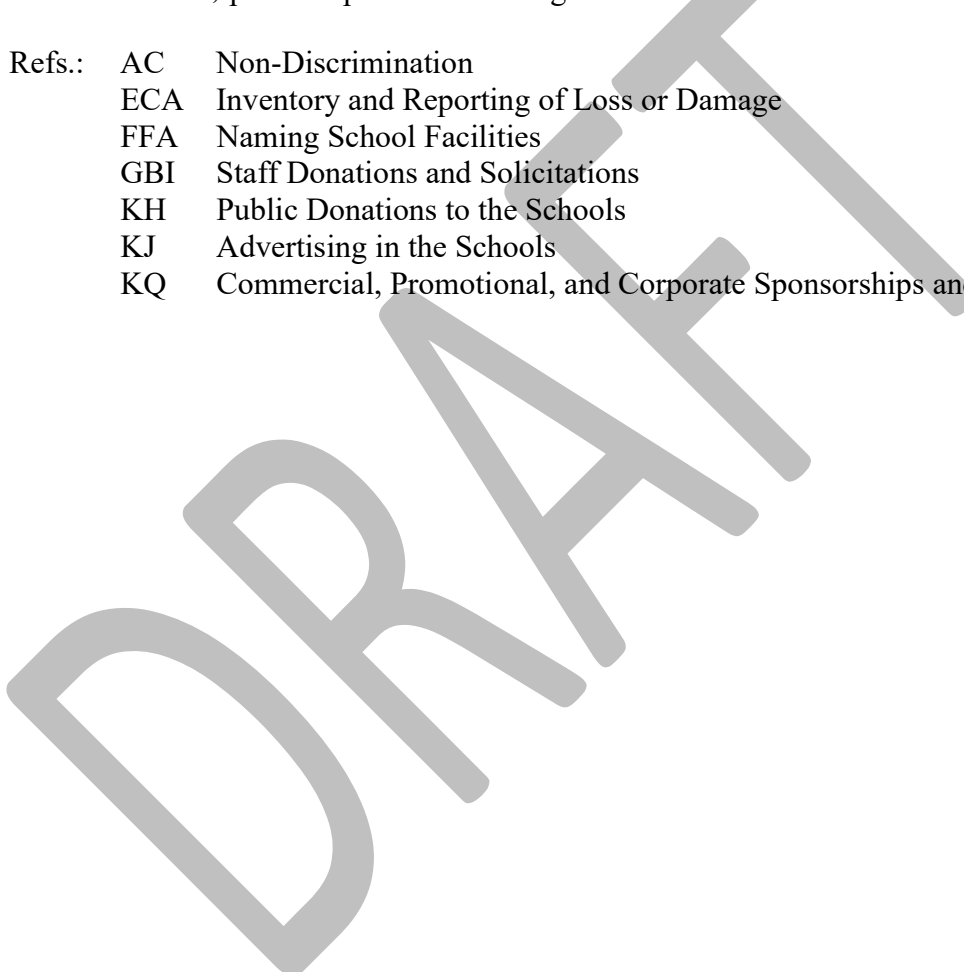
	<ul style="list-style-type: none"><li>The Office of Community Partnerships and Engagement acknowledges receipt to the donor through an official ACPS donation letter of thanks</li></ul>
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Established: May 11, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.  
Financial Accounting Standards Board, 1993. Accounting for Contributions Received and Contributions Made. *Statement of Financial Accounting Standards No. 116*, p.20. <http://www.fasb.org/resources/ccurl/770/425/fas116.pdf>

Cross Refs.: AC Non-Discrimination  
ECA Inventory and Reporting of Loss or Damage  
FFA Naming School Facilities  
GBI Staff Donations and Solicitations  
KH Public Donations to the Schools  
KJ Advertising in the Schools  
KQ Commercial, Promotional, and Corporate Sponsorships and Partnership



**REGULATIONS FOR PUBLIC DONATIONS TO THE SCHOOLS**

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**Purpose**

Alexandria City Public Schools (ACPS) welcomes donations from individuals, organizations, corporations, and community groups if their donation enhances the educational or extracurricular experiences of students. However, donations must include a review of items to ensure their safety and usability by the school division. Accepted donations will be utilized in a manner that is consistent with the goals of ACPS. ~~The purpose of this regulation is to distinguish between different types and levels of donations, and to establish clear standards for what is acceptable, as well as clear processes for accepting and acknowledging donations.~~ This regulation governs the acceptance of donations made to the Alexandria City School Board (Board) and/or ACPS, including those made by organizations affiliated with ACPS (i.e., Parent Teacher Associations [PTAs] and booster clubs). Acceptance of donations by individual employees and Board Members must be in accordance with ACPS policy including GBI.

**Definitions**

- A. **Donation:** A nonreciprocal monetary gift (the transfer of funds) or gift of property (the transfer of real property or *any other* kind of personal property) to ~~ACPS~~Alexandria City Public Schools.
- B. **Grant:** Non-repayable funds disbursed by one party (grant maker), (e.g., a government department, corporation, foundation or trust), to the school division, one of its departments, programs, schools, or teachers for a specific educational purpose. Such purposes may include but are not limited to:
  - Implementing special school programs;
  - Pursuing extra student activities; or
  - Furthering a teacher's training, studies or interests.In order to receive a grant, some form of "grant writing," often referred to as either a proposal or an application, is typically required. Most grants are made to fund a specific project and require some level of compliance and reporting.
- C. **Department Head:** Central Office Department Chief, ~~Executive Director,~~ -or Director
- D. **Standards of Acceptance:** Defines which donations meet technical, safety, or programmatic requirements that deem them beneficial to ACPS and its students. In addition, to meet the standards of acceptance, all donations must be consistent with ~~P~~Policies KJ and KQ.
- E. **Unrestricted Donation:** A donation made by a donor with no limitations on how it is to be used by ACPS.
- F. **Restricted Donation:** A donor-imposed restriction that limits or directs the use of a donated asset, (such as to a particular ACPS school, department or program, or to create

45 an endowment), but which does not undermine the voluntary, nonreciprocal transfer of the  
46 asset to ACPS.

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- 48 **G. Disbursement Condition:** A donor-imposed, conditional promise to give that retains  
49 rights and privileges on the asset donated, or which creates a barrier that must be  
50 overcome before the asset becomes a contribution (i.e., one that requires particular action  
51 by the ~~School~~ Board to fully realize the donation).

52

53 **Regulation Standards** ~~This regulation governs the acceptance of donations made to the School  
54 Board and/or ACPS, including those made by organizations affiliated with ACPS (i.e., Parent  
55 Teacher Associations (PTAs) and booster clubs). Acceptance of donations by individual  
56 employees and Board Members must be in accordance with Policy GBI.~~

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- 58 A. Donations may include equipment, materials, supplies, capital items (e.g., buildings,  
59 vehicles, machinery, computer systems, furniture), or money given to the school  
60 division or to an individual school, department or program for use in achieving or in  
61 conjunction with educational or extracurricular objectives.
- 62
- 63 B. ACPS is not obligated to accept any donation. Donations presented by an individual or  
64 organization that are onerous for the school division to use or store, or which arise from  
65 funds raised in a manner that ACPS deems to be incompatible with its goals, will be  
66 refused. Donors should make every attempt to deliver accepted donations to ACPS. The  
67 school division will only consider picking up donations in extraordinary  
68 circumstances.
- 69
- 70 C. All accepted donations become the property of the ~~Alexandria City School~~ Board and are  
71 ~~to be~~ recorded as assets in accordance with Policy ECA.
- 72
- 73 D. If a donor wishes to specify the purpose(s) and/or recipient(s) of the donation, the donor  
74 must do so in writing or on the donation submission form. As stated in Policy KH, such  
75 requests are considered “restricted donations,” and not “disbursement conditions.”
- 76
- 77 E. To meet donation *standards of acceptance*, a donation must:
- 78
- 79 1. Have a purpose consistent with the goals of ACPS;
  - 80 2. Impose no undesirable, unacceptable, or hidden costs in terms of resources (staff,  
81 time, maintenance, budget, materials, etc.) to ACPS;
  - 82 3. Place no unacceptable conditions or restrictions on the school division or its  
83 educational or extracurricular programs;
  - 84 4. Not assume that the ~~School~~ Board will accept responsibility for continuing the  
85 benefit of or program supported by the donation if or when the funds are  
86 exhausted; and
  - 87 5. Meet any applicable federal, state, and/or local laws and regulations, Board  
88 policies, regulations or guidelines associated with its construction or use; and meet  
89 any applicable safety standards.
- 90

F. ACPS may determine that a donation should not be accepted if the donor has been involved in, or gives the appearance of being involved in, any activity that is not in alignment with ACPS goals and purposes including but not limited toof the following:

1. Involvement in serious criminal activity;
2. Promotion of hostility or violence;
3. An attack on individuals or groups on the basis of any type of discrimination prohibited by Policy AC;
4. Discrimination prohibited by any law or SchoolBoard policy;
5. Promotion of the use of drugs, alcohol, tobacco or firearms;
6. Promotion of sexual, obscene, or pornographic activities; or
7. Promotion of any image that is not in keeping with the established goals and purposes of the SchoolBoard.

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7.G. If a donation has a restriction (restricted donation) that requires the naming of a school division facility, the naming process follows the procedures outlined in Policy FFA and regulation FFA-R.

**Donation Acceptance Procedures**

~~Small-scale school supply donations are not subject to this regulation. Therefore, supplies or property donations made to individual schools, departments or programs with an estimated value of less than \$100 are not subject to the Donation Acceptance Procedures, and may be made directly to the school or department. Submission of online donation forms is not required for such items.~~

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A. All monetary donations of less than \$1,000, as well as supplies/property donations greater than \$100 but less than \$1,000 that do not attach ~~disbursement conditions~~ may be accepted by the Department department Head head or building principal ~~without further approval. However, the principal or Department department Head head~~ must first determine that the donation meets the standards of acceptance before accepting it and submitting the ACPS online donation form. ~~School principals or Department Heads heads shall must~~ receive the donation in accordance with the Office of Community Partnerships and Engagement Office of School, Business and Community Partnerships donation acceptance procedures. (See Donation Acceptance Procedures Chart below).

B. Donations with an estimated value of greater than \$1,000 but less than \$5,000 ~~\$2,500~~ that do not attach disbursement conditions do not require ACPS Board approval; but must be submitted through the ACPS online donation form. The Office of Community Partnerships and Engagement Office of School, Business, and Community Partnerships will determine if the gift meets the standards of acceptance, and consult with the Department department Head head or Pprincipal that aligns with the donation to explore the donation's viability. If the donation is accepted it will be reported in the ACPS donations database.

C. In accordance with Policy KH, donations that have an estimated value of \$2,500 ~~\$5,000~~ or greater or that attach disbursement conditions, require SchoolBoard approval. For such donations, the Superintendent or the Executive Director of School, Business and Community Partnerships Director of Community Partnerships and Engagement will



138 advise the Board on whether the gift meets the standards of acceptance and recommend it  
 139 for approval or disapproval at a ~~School~~ Board meeting. The Office of Community  
 140 Partnerships and Engagement~~Office of School, Business, and Community Partnerships~~  
 141 will consult with the Department~~department~~ Head~~head~~ or P~~principal~~ that aligns with the  
 142 donation and enter the gift information into the ACPS donations database.

143 ~~D. The information to be entered into the ACPS online donation form includes:~~

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- 145 ● ~~Donor's name;~~
- 146 ● ~~Donor's contact information;~~
- 147 ● ~~Donor's business or organization (if applicable);~~
- 148 ● ~~Type of donation;~~
- 149 ● ~~Amount of donation;~~
- 150 ● ~~Designation regarding any restrictions or conditions attached to the donation;~~
- 151 ● ~~Relationship between the donor and any ACPS employee, student, School Board member, or the~~  
 152 ~~Superintendent; and~~
- 153 ● ~~Any additional information.~~

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 155 ~~This information will then be automatically entered into the ACPS donations database if the~~  
 156 ~~donation is accepted.~~

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 158 ~~D. Department Heads~~ Heads ~~will~~ work with the Office of Community Partnerships and  
 159 Engagement~~Office of School, Business, and Community Partnerships~~ to periodically  
 160 update the standards of acceptance for donations and will consult as needed regarding the  
 161 alignment and distribution of particular donations with these standards.

162  
 163 ~~The following chart summarizes the steps and required approvals throughout the donation~~  
 164 ~~acceptance process.~~

165 ~~A.E.~~

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 167 ~~E.A. The following chart summarizes the steps and required approvals~~  
 168 ~~throughout the donation acceptance process.~~

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**Commented [6]:** Is this necessary for the regulation?

**Commented [7]:** NO. It is in the form, not sure it is needed.

**Commented [8]:** This is too detailed for the a regulation.

Donation Value	Donation Acceptance Procedures
<p><del>\$0-\$999,000</del>  <del>100</del></p> <p>Small-Scale School Supplies/Property Donations</p>	<ul style="list-style-type: none"> <li>● If donated to a school, the principal accepts the donation.</li> <li>● If donated to a specific department, the Department Head accepts the donation.</li> <li>● <u>An ACPS online donation form is not required.</u></li> <li>● <u>The donor submits the proper ACPS donation form.</u></li> <li>● <u>The Office of Community Partnerships and Engagement determines if the donation meets the standards of acceptance, and consults with the <del>D</del>department or <del>S</del>school <u>P</u>principal that aligns with the donation to explore the donation's viability.</u></li> <li>● <u>The Executive Director of Community Partnerships and Engagement confirms acceptance to the donor, establishes next</u></li> </ul>

	<p><u>steps for delivery and acknowledges donation through an official ACPS donation letter of thanks.</u></p>
<p><b>\$0-\$999 Monetary Donations</b></p>	<ul style="list-style-type: none"> <li>• The donation must meet the standards of acceptance.</li> <li>• The principal or <del>Department</del> <u>department Head-head</u> accepts the donation and submits the ACPS online donation form to the <u>Office of Community Partnerships and Engagemen</u><del>Office of School, Business, and Community Partnerships</del>.</li> <li>• The <u>Office of Community Partnerships and Engagement</u><del>Office of School, Business and Community</del> <u>Partnerships</u> will acknowledge receipt to the donor.</li> </ul>
<p><b><u>Donation Value</u></b></p>	<p><b><u>Donation Acceptance Procedures</u></b></p>
<p><b><u>\$100-\$999 Property Donations</u></b></p>	<ul style="list-style-type: none"> <li>• <del>The donation must meet the standards of acceptance.</del></li> <li>• <del>The principal or Department Head accepts the donation and submits the ACPS online donation form to the Office of School, Business, and Community Partnerships.</del></li> <li>• <del>The Office of School, Business and Community Partnerships will acknowledge receipt to the donor.</del></li> </ul>
<p><b><u>\$01,000- \$5,0002,499</u></b></p>	<ul style="list-style-type: none"> <li>• The donation must meet the standards of acceptance.</li> <li>• <del>The donor</del> <u>Office of Community Partnerships and Engagement</u><del>donor School, Business and Community Partnerships</del> will submit the gift through the ACPS —online donation form.</li> <li>• <u>The Office of Community Partnerships and Engagement</u>, reviews the <u>submitted donation form</u>, consults with the appropriate <u>Department</u> <del>department</del> <u>Headhead</u>, and if accepted, will <u>contact</u> the donor(s) and the proper next steps for delivery will be established.</li> <li>• The <u>Office of Community Partnerships and Engagement</u><del>Office of School, Business and Community</del> <u>Partnerships</u> will acknowledge receipt to the donor: <del>will acknowledge donation through an official ACPS donation letter of thanks.</del></li> </ul>
<p><b><u>\$5,000 2,500 and above; or attaches disbursement conditions</u></b></p>	<ul style="list-style-type: none"> <li>• The donation must meet the standards of acceptance.</li> <li>• <del>Office of Community Partnerships and Engagement</del> <u>The donor</u> <del>will submit the gift through the ACPS</del> <u>online donation form.</u></li> <li>• <del>The Office of School, Business and Community Partnerships</del> submits the gift through the ACPS online —donation form.</li> <li>• -The Superintendent or the <u>Executive Director of Community Partnerships and Engagement</u> <del>Director of School, Business and Community Partnerships</del> reviews the donation and consults with</li> </ul>

	<p>the appropriate <del>D</del>department <del>Head-head</del> and/or <del>S</del>school <del>P</del>principal and recommends Board approval or disapproval.</p> <ul style="list-style-type: none"> <li>• The <del>School</del>Board approves or disapproves the donation.</li> <li>• If approved, tThe Office of <del>C</del>Community Partnerships and <del>E</del>Engagement <del>S</del>School, <del>B</del>Business and <del>C</del>Community <del>P</del>Partnerships contacts the donor(s) and the proper next steps for delivery are established.</li> <li>• <del>The Office of Community Partnerships and Engagement will acknowledge receipt to the donor and will acknowledge donation through an official ACPS donation letter of thanks.</del>provide an official ACPS donation letter of thanksThe Office of School, Business and Community Partnerships will acknowledge receipt to the donor.</li> </ul>
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Established: May 11, 2017

Legal Ref.: Code of Virginia, 1950, as amended, [§ 22.1-126](#) § 22.1-126.

Financial Accounting Standards Board, 1993. Accounting for Contributions Received and Contributions Made. *Statement of Financial Accounting Standards No. 116*, p.20. <http://www.fasb.org/resources/ccurl/770/425/fas116.pdf>

Cross Refs.: AC Non-Discrimination  
 ECA Inventory and Reporting of Loss or Damage  
 FFA Naming School Facilities  
 GBI Staff Donations and Solicitations  
 KH Public Donations to the Schools  
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