

Adopted 14 December 2011

SAN CARLOS CHARTER LEARNING CENTER GIFT RECEIVING POLICY

The purpose of the Gift Receiving Policy is to delineate policies and guidelines governing the acceptance of gifts by San Carlos Charter Learning Center (SCCLC) and to provide guidance to prospective donors if making gifts to the organization.

Although we appreciate any donor who is interested in donating a gift to our organization, SCCLC will not engage in any of the following gift receiving practices:

- Accepting gifts that violate federal or municipal laws
- Accepting gifts that require SCCLC to provide special consideration or treatment to any pupil, donor, entity etc.
- Accepting gifts that require SCCLC to deviate from its normal hiring, promotion or contracting procedures
- Accepting gifts in any cash amount without first being approved by the School Director
- Accepting contributions in the form of property, patents, licenses, trusts, bequests, retirement plans, life insurance and securities.
- Accepting gifts from organizations whose core activities may be in direct conflict with the mission of SCCLC or which may limit our ability to provide our services.

When appropriate, the School Director will consult with the Board of Directors regarding all gifts prior to acceptance. With that said, SCCLC respectfully reserves the right to refuse any gift it believes is not in the best interest of the organization. Additionally, SCCLC employees may not accept any gifts on behalf of SCCLC without the prior consent of the School Director.

Adopted by the Governance Council on December 14, 2011