

**Clackamas Education
Service District**

Code: **KH-AR**
Revised/Reviewed: 3/12/96; 05/20/09
Orig. Code(s): 4060

Gifts and Donations

Financial funds received in a trust capacity will be submitted to the Board for evaluation and approval. The funds may be accepted as expendable trust funds giving consideration to the following criteria:

1. A trust agreement letter shall be received setting forth the purpose of the fund, a statement of commitment to comply with district accounting and purchasing procedures, the understanding that purchase decisions will be made by the designated district staff, and the appropriate disposition of any remaining balance when the purpose of the funds no longer exists.
2. The funding will be appropriately used to support district programs, goals, and objectives.
3. Donors will be informed of the nature and purpose of the trust fund at the time the contribution is solicited or received.
4. CESD's cabinet shall review each request for the establishment of a trust fund.
5. Only if the establishment of the trust fund is recommended for approval by the cabinet will the superintendent submit the request to the Board for approval.