DONATIONS AND GIFTS PROCEDURE

**Purpose:** The purpose of this procedure is to comply with donations and gifts requirements under 501(c)(3) laws.

**Procedure:** Weber State University Charter Academy will follow the WSU Charter Academy Donations and Gifts Policy and Weber State University Policies and Procedure Manual (PPM) for fundraising:

Financial contributions or other forms of donation are always welcome so that the school may continually grow and strengthen for the students of the future.

As permissible by law, WSU Charter Academy may make donation requests to supplement the school’s limited funds. These requests will follow Weber State University PPM 1.2 and 2.2. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

The philosophy of Weber State University Charter Academy stresses, in part, the encouragement by the administration of the continuing improvement of new curriculum and instructional programs and practices.

In keeping with this philosophy, the Board of Director is receptive to outside financial support to aide in coordination, implementation, and maintenance of existing and new programs as may be initiated consistent with the statements below. The Board of Director reserves the right to turn down any outside funding that is inconsistent with the above-stated philosophy or other Board of Director policies.

*Basic Principles*

The administration will actively seek both public and private supplemental income sources. All funds received will be under the control and supervision of WSU Charter Academy. Outside funds will not dictate the direction of new or existing programs nor in any way hamper their objective evaluation. All proposed gifts will be properly investigated by WSU Accounting Services to ensure that such encumbrances do not exist.

Outside funds will not be used to substitute for regular funding requirements, but rather to enrich and supplement the regular sources. Projects to be funded in this manner should be only those in WSU Charter Academy’s short-range and long-range interest.

Specific items may be contributed to WSU Charter Academy subject to the review or inspection by the Dean of the Moyes College of Education regarding their propriety and applicability. The Dean of the Moyes College of Education is authorized to accept gifts on behalf of the Board of Director. Donors will be officially thanked in writing in the Board of Director’s name. All major gifts will be reported to the Board of Director.

To the extent that the receipt, implementation, or use of any funds or item donated requires the expenditure of any school funds or services, the acceptance of the gift will be without any promise,
express or implied, by the Board of Director, other than to use the gift to meet proper educational objectives. When a donor expresses the wish that a gift carry with it some legal and reasonable limitation upon its use, the Board of Director will honor that wish, if and only for so long as the Board of Director determines, at its sole discretion, that the inclusion or continuation of such limitations is appropriate.

Periodic reports of activities resulting from gifts, grants, or bequests will be given to the Board of Director by the Business Manager. All funds received will be audited in accordance with appropriate state statutes and school auditing policies.

**Instructional Materials**

The Board of Director welcomes gifts of library books and other instructional material provided they meet the same standards of selection as those applied to school-purchased materials. The school also retains the right to dispose of these materials if they become outdated or if cost of their maintenance or repair is prohibitively expensive.

Weber State University Charter Academy will use the following Weber State University policies:

**PPM 2-1 Solicitation of Gifts from Private Sources**
[http://www.weber.edu/ppm/Policies/2-1_Gifts.html](http://www.weber.edu/ppm/Policies/2-1_Gifts.html)

**PPM 2-2 Authorization to Accept Gifts**
[http://www.weber.edu/ppm/Policies/2-2_Accept_Gifts.html](http://www.weber.edu/ppm/Policies/2-2_Accept_Gifts.html)