



## **Donations Process**

The Adelanto Elementary School District appreciates donations from individuals, businesses and the local community.

All donations must follow Board Policy 3290 and Resolution 15-16-07, which reference allowed and disallowed donations. Under no circumstances will the District accept any monetary or non-monetary contributions/donations from any cannabis company or third party representing such.

The first step is to contact the District department/school site you wish to receive your donation. The Department/site will work with you on receiving the donation and will process the District donation form, found under the Purchasing Department tab.

The donation must be approved by the Adelanto Elementary School District Board of Trustees at its upcoming Board meeting. After approval, staff will forward a “Thank You” letter to the donator, which you may use for tax purposes.

If you have any questions regarding a donation or need assistance in determining a Department/site for donation, please contact Business Services at (760) 246-8691 ext 10233.

Thank you in advance for your generous support of our District.