

DONATIONS

Gifts or donations shall be properly receipted when accepted. When a donation is received, the donor must provide a donation letter establishing the purpose and intended use of the donation. The SFA is to maintain this documentation as a part of the school's internal accounts records. When the purpose of the donation has been accomplished or becomes inoperative, any unused portion of the donation shall be returned to the donor, if practicable. Donors may also designate an alternative purpose for any unused portions. In instances where an anonymous donation is received or if it is impossible to obtain a donation letter, funds should be deposited in to the General Student account to be used for the general welfare of the entire student body.