



### **GIFT RECEIVING POLICY**

The purpose of the Gift Receiving Policy is to delineate policies and guidelines governing the acceptance of gifts by UPCS 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, UPCS will not engage in any of the following gift receiving practices:

- Accepting gifts that violate federal or municipal laws.
- Accepting gifts that require UPCS to provide special consideration or treatment to any client, donor, entity, etc.
- Accepting gifts that require UPCS to deviate from its normal hiring, promotion or contracting procedures.
- Accepting personal gifts in any cash amount, including gift certificates, coupons, entertainment tickets or the like that would require or have the perception of requiring UPCS to provide special consideration or treatment to any client, donor, entity, etc.
- Accepting gifts from organizations whose core activities may be in direct conflict with the mission of UPCS or which may limit its ability to perform its functions as a California public charter school and nonprofit public benefit corporation..

When appropriate, the Executive Director will consult with the Board of Directors regarding all gifts prior to acceptance. With that said, UPCS respectfully reserves the right to refuse any gift it believes is not in the best interest of the organization. Additionally, UPCS employees may not accept any gifts on behalf of UPCS without the prior consent of the Executive Director. This policy in no way prevents teachers and staff from receiving gifts of gratitude.

All gifts or donations must be accepted by the Board at a regularly scheduled Board meeting.

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**Adopted/Ratified: 11/04/09**

**Revision Date: 6/6/12, 3/23/18, 1/26/24**