

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER AO-16

REFERENCE: Board Rules, Chap. XIII Article 13107.14 and 13108.12	TOPIC: Acceptance of Grants, Bequests, Trusts, Donations and Gifts by Districtwide Auxiliary Organizations
ISSUE DATE:	INITIATED BY: Educational Services & Business Services
CHANGES:	DATE OF CHANGES:

1. Solicitation of funds or proposals for specially funded projects may be submitted to federal or state agencies, public or private corporations, private foundations or individuals only with the prior written approval of the board of directors of the auxiliary organizations.
2. A Districtwide auxiliary organization may accept any grant, bequest, trust, donation or gift which is consistent with the services, programs and functions of the auxiliary organization as approved by the District.
3. The acceptance of all grants, bequests, trusts, donations and gifts shall be by the board of directors of the auxiliary organization.
4. The auxiliary organization shall maintain an inventory of all donations and gifts with respect to content, description, name and address of donor, and if applicable, date of disposal.
5. All grants and trusts shall be recorded and accounted for to maintain the integrity and purposes of the grant or trust. Such records shall disclose any income earned and all expenditures made.
6. All grants, trusts and bequests accepted shall not be in conflict with law and shall be administered by the auxiliary organization in strict conformance with any conditions of the grant, trust or bequest.
7. The Chancellor or his/her designee shall decide, after consulting with the donor, whether a donor's proposed gift to the District should be accepted by the District or referred to an auxiliary organization.