



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9302

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CATEGORY: **Community Relations**

EFFECTIVE: **7-10-89**

SUBJECT: **Acceptance of Donated Services**

REVISED: **4-07-03**

A. PURPOSE AND SCOPE

- 1. To outline administrative procedures to provide maintenance service and assistance for donated services offered to any school site, branch, or division in the school district. Included in this procedure are services in the form of individual or group projects which represent labor only and/or projects which may include labor, materials, or donated design services.
- 2. **Related Procedure:**
Acceptance of gifts 9300

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: B-1175, D-6700, I-1210, I-1550, K-6500; Education Code Sections 1834; Government Code Sections 1090,1126.

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance Planning Program, Maintenance and Operations Department, Facilities Management Branch.
- 2. **Definition. Donated services:** Gifts of labor and/or materials for projects at sites. Such services include:
 - a. Cleanup (e.g., litter and/or weed abatement in non-landscaped areas, washing windows or walls).
 - b. Minor maintenance (e.g., painting, minor repairs or furniture repairs).
 - c. Minor landscape improvements.
 - d. Small projects (e.g., minor building improvements).
- 3. **Project Information**
 - a. **Ownership.** All materials furnished under this procedure are managed and owned by the district. Once completed, a project becomes property of the district and shall be handled as all other district property.

- b. **Payment.** In any cooperative transaction, student body or other groups must pay in advance for the cost of materials to be purchased.
- c. **Procurement and Distribution Department,** Logistics Division, Business Operations Branch, may assist originator/outside donors when material items are purchased.
- d. **Maintenance Planning Program, Maintenance and Operations Department** services are required when an item is to be constructed or installed on district property.
- e. **Originator**
 - (1) Qualified and skilled craftsmen should lead/supervise all work to ensure code compliance and safety.
 - (2) Licensed electrical contractors must perform all electrical work to ensure code compliance and safety.
 - (3) Provisions may be required to fund all annual operating costs for each project to maintain continuing support of the enhancement.

Note: Typically, the district does not provide tools, equipment, or materials to supplement donated labor. District standards and CSEA San Diego Chapter 724 agreements (Article XIX) should be followed. District inspectors will inspect the work in progress for types of projects noted in Section C. District inspection will be provided at no cost during the normal Maintenance and Operations workweek.

- f. **Criteria for acceptance.** The district may assume responsibility for one-time and/or continuing costs of donated services projects provided:
 - (1) Services are directly or closely related to instructional value.
 - (2) Services meet all federal, state, and local codes governing education, building, and safety.
 - (3) Appropriate funding source(s) exist.
 - (4) The district will not be responsible for any future replacement costs.

- g. **Indemnification.** Donor must indemnify the district for injury to persons or damage to property by completing and signing the district's "Donated Services Agreement/Indemnification" (E.1., Attachment 1).

D. IMPLEMENTATION (See Self Help Flow Chart [E.2., Attachment 2].)

1. **Donor** or representative of donor contacts site administrator or nonschool site department head (originator) concerning proposed service project, provides necessary information, and coordinates the project implementation if requested by the department head/site administrator.
2. **Originator** prepares and forwards "Request for Maintenance Service" form (E.3), including plans, specifications, definition and scope of proposed donated service project, to the Maintenance Self Help Coordinator of the Maintenance Planning Program, Maintenance and Operations Department. Originator writes in description section of "Self Help Project" form. Sufficient time is needed for the evaluation of the project, preparation, and approval of any required documents. A minimum of two weeks is recommended to initiate this process.
 - a. If requested by the Maintenance Planning Program, Maintenance and Operations Department, originator prepares and submits "Request for Acceptance of Gift of Service" form (E.4., Attachment 3).
 - b. If requested by the Maintenance Planning Program, Maintenance and Operations Department, originator prepares and submits "Donated Services Agreement/Indemnification" form.
3. **Maintenance Planning Program, Maintenance and Operations Department,** evaluates the project to determine if it will be administered by the Maintenance Planning or forwarded to the Architectural Program for administration.
 - a. Notifies originator if the project requires changes to the plans and/or specifications.
 - b. Estimates project cost to the originator that may include permits, supervision (if requested), inspection (as required), and continuing support of enhancement.
 - c. If required by project, notifies originator to submit "Request for Acceptance of Gift of Service" form and/or "Donated Services Agreement/Indemnification" form. Pursuant to Education Code Section 39161, the Facilities Management

Chief Operating Officer is authorized to enter into and execute donated services agreements.

- d. Ensures all applicable codes, regulations, and district standards are met during construction or installation of the project.
4. **Architectural Program, Maintenance and Operations Department** (if forwarded by Maintenance Planning for administration) reviews request, as appropriate, to determine requirements for changes to the plans and/or specifications.
- a. Certifies that the project meets applicable codes and requirements.
 - b. Estimates district cost for preparation of plans, specifications, and/or inspection.
 - c. Obtains approval and funding from originator to develop plan and/or specifications.
 - d. Implements the project or forwards plans and/or specifications to the Maintenance and Operations Department.
5. **Originator** reviews the completed request for service and the memo that details the estimated cost for the project and any initial funding that may be required. The originator approves or disapproves implementation of the project.
- a. If approved, signs the "Request for Maintenance Service" form and enters, if required, the appropriate budget account number to be charged; sends the request for service to the Budget Office, Financial Operations, Business Operations Branch. (Budget Office will forward the request to the Maintenance Planning Program, Maintenance and Operations Department.)
 - b. If disapproved, sends a copy of the request for service to the Maintenance Planning Program, Maintenance and Operations Department, marked "CANCEL" or "DECLINED."
 - c. Upon completion of the project, originator notifies the Maintenance Planning Program, Maintenance and Operations Department, to schedule final inspection and acceptance of the project.

- d. Prior to participation of a project, all participants must sign the "Donated Services Volunteer Indemnification Form" (E.5, Attachment 4). Forwards copy to the Maintenance Self Help Coordinator, Maintenance and Operations Department, at completion of project.
- e. **Originator**, upon acceptance of project, writes appropriate letter of appreciation to the donor.

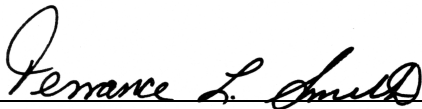
E. FORM AND AUXILIARY REFERENCES

1. Donated Services Agreement/Indemnification, Attachment 1
2. Self Help Flow Chart, Attachment 2
3. Request for Maintenance Service, Stock Item 22-R-3250
4. Request for Acceptance of Gift of Service, Attachment 3
5. Donated Services Volunteer Indemnification Form, Attachment 4

F. REPORTS AND RECORDS

1. Maintenance and Operations Department files the completed gift acceptance form along with completed request for service.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education

**DONATED SERVICES AGREEMENT/INDEMNIFICATION BETWEEN
SAN DIEGO UNIFIED SCHOOL DISTRICT
AND**

(DONOR)

FOR THE DONATION OF _____

The Agreement is entered into on this _____ day of _____, 20_____, by and between the SAN DIEGO UNIFIED SCHOOL DISTRICT, 4100 Normal Street, San Diego, California 92103, hereinafter referred to as DISTRICT, and (donor)_____.

- 1. DONOR agrees to install _____
at _____ (school).
- 2. DONOR will supply the labor, tools, materials and/or equipment and fully comply with the requirements of District Administrative Procedure 9302.
- 3. In the event DONOR'S funding for the project terminates or they choose to abandon the project, DONOR agrees to restore the site to its original state.
- 4. DONOR agrees to indemnify and hold harmless the DISTRICT from all liability for damage, actual or alleged, to persons or property arising out of or resulting from the negligent acts or omission of DONOR.
- 5. DONOR agrees to have the plan reviewed and the final project approved by the DISTRICT.
- 6. DONOR agrees to complete the project no later than _____ (date).

(Donor's name typed in capital letters)

BY: _____
(Signature)

DATE: _____

(Type name and title)

SAN DIEGO UNIFIED SCHOOL DISTRICT

BY: _____
(Signature)

DATE: _____

(Type name and title)