

Non-Instructional Operations

Series 700

Policy Title: Meal Donation Allocation Regulation

Code No. 710.4-R1

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RECEIVING DONATIONS

The Food and Nutrition department periodically receives donations from various sources. We receive some from parents of students who have money left in their meal account when leaving the district, some donations from individuals, and some from businesses and other organizations. Tax deductible receipts are provided for any donation of \$250 or more. All donated funds will be deposited in the Unpaid Student Meals Account in accordance with law and shall only be used to pay individual student meal debt.

DISTRIBUTION OF DONATIONS TO UNPAID ACCOUNTS

The distribution of donated funds is according to the following guidelines:

- Funds shall be used to pay debt of students that are currently actively enrolled with the District and;
- Student currently qualifies for free and reduced price meals and;
- The student meal debt is greater than \$10.00.

The funds in the Unpaid Student Meal Account will be distributed at the end of each semester if the donated balance in the Unpaid Student Meal Account exceeds \$5,000. Funds will be distributed to accounts in the order of balances starting with the largest debt.

After the funds are distributed, an individualized letter is sent to the parent/guardian for each student account that receives a portion of the donation. The identity of the donor is not shared with the parent/guardian.

Adopted: July 13, 2020