

D. Donation Acknowledgement/Acceptance Letter.

[FORM A]

**[PRINT ON DISTRICT, SCHOOL SITE OR PROGRAM LETTERHEAD,
AS APPLICABLE]**

Dear [donor's name]:

Thank for your [\$] donation to the [program]. Your support is greatly appreciated by our students as it will help us to supplement our program and provide additional educational experiences for them.

This letter provides documentation of your donation for your tax records and confirms that, as part of this donation, you did not receive any goods or services in return for your donation.

Thank you again for your continued support of the [program].

Sincerely,

[program director, coach]

Approved Template Forms and Letters

The following catalogs the approved template District forms and letters in relation to fees, donations and fundraising. Electronic versions of the approved template forms and letter can be obtained from your school site principal. Any variation from these forms, and all forms intended for distribution with or without variation, must be approved by your school site principal. Any questions regarding the creation of additional forms must be approved by the Associate Superintendent of Educational Services.

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[FORM B]

**[CLASSROOM SUPPLIES DONATION LETTER;
PRINT ON SCHOOL LETTERHEAD]**

[Date]

Dear Parent,

Welcome to [grade level]! We know that you are having an exciting summer and hope that you are enjoying every moment. The [grade level teachers or other specified grouping] at [school name] are looking forward to having your child in [grade level].

Because our supply budget will not support all of the activities we have planned for this year, we are seeking the voluntary donation of supplies which your child can utilize throughout the year. Recommended individual student supplies include:

- [List item]
- [List item]
- [List item]
- [List item]
- [List item]; and
- [List item]

[School name] also has needs for “community” supplies which are utilized by all of our students and we would greatly appreciate your voluntary donations. Such “community” supplies include:

- [List item]
- [List item]
- [List item]
- [List item]
- [List item]; and
- [List item]

Should you prefer to make a voluntary monetary donation in lieu of directly donating supplies, you can make a donation to the [school name parent club or other organization] designating your gift be used for [grade level] classroom supplies.

Please allow us to thank you in advance for your support. Your donations allow us to provide your child with additional experiences which will enhance his/her education. Should you have any questions or concerns, please do not hesitate to contact us.

Respectfully yours,

[Teacher's Name]

[FORM C]

**[WORKSHOP SUPPLIES DONATION SOLICITATION LETTER;
PRINT ON SCHOOL SITE LETTERHEAD]**

Dear Parent:

Your son or daughter is currently enrolled in our [____SPECIFY COURSE OR PROGRAM, e.g., ART, WOODSHOP, etc.____] program and we are off to a great start this year with an exceptional group of young people. Because our supply budget will not support all of our program's [workshop or laboratory] activities, we are asking for your support through voluntary fundraising and donations to help acquire some of the needed supplies for our [workshop or laboratory] exercises.

The materials that we utilize include [____LIST MATERIALS AND SUPPLIES____]. In order to cover the cost of these materials and allow us to continue with the course's planned [workshop or lab] activities, we are soliciting a voluntary donation of \$_____ from each of our students. Please note, participation in [course or program] is open to everyone and is in no way contingent upon any voluntary donation or the amount of the donation made by the student or family.

Please allow me to thank you in advance for your support and for encouraging your son or daughter to broaden their high school experience by enrolling in our [____SPECIFY COURSE OR PROGRAM, e.g., ART, WOODSHOP, etc.____]. We would also like to express our sincere appreciation to the many students who have already contributed. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

[Teacher or program director, etc.]

[FORM D]

**[DIRECT COSTS PURCHASE AND FABRICATION FEE (OPTION 1);
PRINT ON APPLICABLE SCHOOL SITE LETTERHEAD]**

_____ High School _____ Program ____ **[Specific Course]** _____

**Course Options
Direct Costs Purchase & Fabrication Fee**

A. Required Assignments: All students are required to complete the following assignments:

- | | |
|------------------------------------|-------------------------------------|
| 1. _____ [Assignment] _____ | 6. _____ [Assignment] _____ |
| 2. _____ [Assignment] _____ | 7. _____ [Assignment] _____ |
| 3. _____ [Assignment] _____ | 8. _____ [Assignment] _____ |
| 4. _____ [Assignment] _____ | 9. _____ [Assignment] _____ |
| 5. _____ [Assignment] _____ | 10. _____ [Assignment] _____ |

Students have the choice of completing two different curriculum options, Option One or Option Two, described below. Students' decision of which curriculum Option to follow has no effect on their grade or evaluation in this course.

B. Option One (Direct Costs for Purchase & Fabrication Fee does not apply):

Under Option One, students may choose to complete the course curriculum with materials provided by the school with the understanding that the materials are the property of the school district and not the property of the student. Therefore, under this option, assignments and projects created as part of the class curriculum must remain at the school and may not be taken home by the student.

C. Option Two (Direct Costs Purchase & Fabrication Fee applicable):

Students that choose Option Two will pay the course's Direct Costs Purchase & Fabrication Fee at the beginning of the course. Students will receive written and oral critiques of their fabricated projects. Students will then own the materials used to complete the curriculum of the course and may take their fabricated projects home upon completion and grading.

When choosing Option Two, *pursuant to Education Code section 17551*, students will be charged a Direct Costs Purchase & Fabrication Fee for all projects indicated above. In this option, students are also allowed to purchase materials beyond the required minimum amount for curriculum projects if the student so chooses. These additional materials would also be the property of the student.

D. Choosing a Course Option

Upon enrollment in ____**[Specific Course]**____ Course, and by ____**[Date]**____, students must turn in the attached form indicating whether they elect to participate in Option One or Option Two of the course curriculum. Students that choose to participate in Option Two must pay their fabrication fee when turning in this form.

Once a student takes a project home, the student's purchase of the project is final, and students may not request a refund of the direct costs Purchase and Fabrication Fee for that project or projects.

Course Option Election and Direct Costs Purchase & Fabrication Fee

Student Name _____

LAST

FIRST

Student ID # _____

Period _____

Option One _____

I elect to complete Option One for this course. I understand that any materials used to complete the course curriculum are the property of the school and may not be taken home. I understand that this will in no way affect my grade in this course and I will be able to complete the entire curriculum.

Option Two _____

I elect to complete Option Two for this course. I agree to pay the Direct Costs Purchase & Fabrication Fee, which is the direct cost of materials used for the fabrications in this class. Under this option, I am able to take home the fabricated projects I create upon completion and grading.

TOTAL DIRECT COSTS PURCHASE & FABRICATION FEE: _____

If you have elected to participate in Option Two of this course, upon submission of this form to ____**[High School]** High School, please include a check payable to ____**[High School]** High School in the amount of the total Direct Costs Purchase & Fabrication Fee for those projects you have fabricated and will take home.

Student Signature _____ Date _____

Parent Signature _____ Date _____

[FORM E]

**[DIRECT COSTS PURCHASE AND FABRICATION FEE (OPTION 2);
PRINT ON APPLICABLE SCHOOL SITE LETTERHEAD]**

_____ High School _____ Program ____ **[Specific Course]** _____

Course Options

Direct Costs Purchase & Fabrication Fee

A. Required Assignments: All students are required to complete ____ **[Number]** ____ **[drawing/woodshop/etc.]** assignments. The ____ **[Number]** ____ required assignments are as follows:

1. ____ [Assignment] ____	6. ____ [Assignment] ____
2. ____ [Assignment] ____	7. ____ [Assignment] ____
3. ____ [Assignment] ____	8. ____ [Assignment] ____
4. ____ [Assignment] ____	9. ____ [Assignment] ____
5. ____ [Assignment] ____	10. ____ [Assignment] ____

Upon completion of the Required Assignments, students will have the choice of completing two different curriculum options, Option One or Option Two, described below. Students' decision of which curriculum Option to follow has no effect on their grade or evaluation in this course.

B. Option One (direct costs Purchase & Fabrication Fee inapplicable): Under Option One, students may choose to complete ____ **[Number]** ____ remaining additional assignments in this course through a series of **[art/woodwork/etc.]** activities and presentations on: **[Fill subjects]**. These assignments ***do not*** require students to fabricate any projects that students could otherwise choose to purchase and take home in exchange for the direct costs to ____ High School for the materials to fabricate such projects.

C. Option Two (Direct Costs Purchase & Fabrication Fee applicable): Students that choose Option Two fabricate projects. Students will receive written and oral critiques of their fabricated projects. Students may purchase and take home one or more of the projects fabricated through the Option Two curriculum.

Under Option Two, pursuant to Education Code section 17551, students will be charged a Purchase and Fabrication Fee for those projects that they want to purchase and take home based on the direct costs to ____ High School for the materials necessary to fabricate the **[art/woodshop/etc.]** projects. The respective Purchase and Fabrication Fee accounting for the direct costs for Option Two projects are:

1. _____[Project]_____ [Project Cost]_____
[Project details]
2. _____[Project]_____ [Project Cost]_____
[Project details]
3. _____[Project]_____ [Project Cost]_____
[Project details]
4. _____[Project]_____ [Project Cost]_____
[Project details]
5. _____[Project]_____ [Project Cost]_____
[Project details]
6. _____[Project]_____ [Project Cost]_____
[Project details]
7. _____[Project]_____ [Project Cost]_____
[Project details]
8. _____[Project]_____ [Project Cost]_____
[Project details]

D. Course Option Election.

Upon enrollment in _____[Specific Course]_____ Course, and by _____[Date]_____, students must turn in the attached form indicating whether they elect to participate in Option One or Option Two of the course curriculum following completion of the Required Assignments. Students that choose to participate in Option Two must indicate which Option Two projects they intend to purchase and take home and, therefore, must reimburse _____ High School for the Purchase and Fabrication Fee accounting for the total direct costs of _____ High School for materials necessary to fabricate the selected projects.

If a student participating in the Option Two curriculum elects to purchase one or more projects to take home for the direct costs for fabricating those projects, and later decides prior to taking the project home that he or she does not want to purchase the project, the student will be entitled to a refund of the direct costs Purchase and Fabrication Fee paid for purchasing the project or projects. *Any and all such refunds will be provided to students at the end of the semester.*

Once a student takes a project home, the student's purchase of the project is final, and students may not request a refund of the direct costs Purchase and Fabrication Fee for that project or projects.

Course Option Election and Direct Costs Purchase & Fabrication Fee

Student Name

LAST,

FIRST

Student ID #

Period

Option One _____

I elect to complete Option One of the curriculum following completion of the Required Assignments in ____[Specific Course]____ Course, which includes various [art/woodshop/etc.] activities, presentations, and written reports that meet the requirements for this course.

Option Two _____

I elect to complete Option Two of the curriculum following completion of the Required Assignments in ____[Specific Course]____ Course, which includes ____[Number]____ [studio//woodshop/etc.] projects, and I desire to purchase and take the following projects home and will pay the Purchase and Fabrication Fee of _____ High School that accounts for the direct costs of the materials necessary to fabricate the projects:

(Check those projects you desire to purchase and take home)

_____	1. ____[Project]____	____[Project Cost]____	\$ _____
_____	2. ____[Project]____	____[Project Cost]____	\$ _____
_____	3. ____[Project]____	____[Project Cost]____	\$ _____
_____	4. ____[Project]____	____[Project Cost]____	\$ _____
_____	5. ____[Project]____	____[Project Cost]____	\$ _____
_____	6. ____[Project]____	____[Project Cost]____	\$ _____
_____	7. ____[Project]____	____[Project Cost]____	\$ _____
_____	8. ____[Project]____	____[Project Cost]____	\$ _____

**TOTAL DIRECT COSTS PURCHASE & FABRICATION FEE
FOR SELECTED PROJECTS:**

\$ _____

If you have elected to participate in Option Two of this course, upon submission of this form to _____ High School, please include a check payable to _____ High School in the amount of the total direct costs Purchase and Fabrication Fee for those projects you have fabricated, and selected to purchase and take home.

[FORM F]
[UNIFORM LOAN FORM;
PRINT ON APPLICABLE SCHOOL SITE OR PROGRAM LETTERHEAD]

[ADD APPLICABLE PROGRAM] Uniforms
Uniform Loan Agreement

Participant Name: _____ ID # _____ Date: ____/____/____

Address/City/Zip: _____

Home Phone: _____

Program, Team or Squad: _____

Uniform items Received by Participant (check all that apply):

Date out	[ADD UNIFORM ELEMENT]	Date Returned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Based on the items received, the replacement cost for such items is: \$ _____

By signing below, I agree to the loan of this property to the student listed as a participant above. I agree to see that the property loaned to the student is properly cared for and maintained. I further agree that the uniform is received in good condition except as noted at the bottom of this form. Pursuant to Education Code section 48904, in the event that the uniform is damaged beyond normal wear and tear, lost or stolen, I agree that I am financially responsible and will be required to pay _____ [ADD APPLICABLE SCHOOL SITE OR PROGRAM]_____, Madera Unified School District for the full cost of the repairs or replacement. The assessed value and/or damage shall be determined by _____ [ADD APPLICABLE SCHOOL SITE OR PROGRAM]_____ and by the maker of the uniform. I further agree to return this uniform at any time upon request of the school.

Parent/Guardian Name: _____ (Please print)

PARENT/GUARDIAN SIGNATURE: _____

Notes on condition of uniform elements:

[FORM G]

**[UNIFORM PURCHASE AGREEMENT FORM;
PRINT ON APPLICABLE SCHOOL SITE OR PROGRAM LETTERHEAD]**

**[ADD APPLICABLE PROGRAM] Uniforms
Voluntary Uniform Purchase as Personal Property**

Dear Parent/Guardian:

Please check your choice of the following options:

_____ My child *does not* intend to keep his/her [Add Applicable Program] Uniform
(If selecting this option, please complete "Uniform Loan Agreement" form)

_____ My child *does* intend to keep his/her [Add Applicable Program] Uniform
(If selecting this option, please see below)

By signing below, I voluntarily agree to pay for the uniform and items listed below in full. By paying in full for these items, they will become personal property of and will belong to my child. As the personal property of my son/daughter, in the event that the uniform or items listed below are damaged, lost or stolen, I agree that I may be required to pay for repairs and replacement of the uniform and listed items for purposes of my son/daughter's continued participation in the [Add Applicable Program] ("Program"). I agree that the uniform will be worn as made by the uniform company during the tenure of my son's/daughter's participation in the Program.

While it is your personal property, your son/daughter's uniform must match and be the same as the rest of the team during the tenure of his/her participation in the Program.

_____ Yes, I agree to pay full amount for the Uniform, which includes the following pieces: [Add List of All Uniform Pieces].

Cost \$ _____ Payment to be received by [DATE]

_____ Yes, I agree to pay full amount for the following specific Uniform pieces:
[Add List of Specific Uniform Pieces].

Cost \$ _____ Payment to be received by [DATE]

Participant Name: _____ Date: ____/____/____

Address/City/Zip: _____

Parent/Guardian Name: _____ (Please print)

PARENT/GUARDIAN SIGNATURE: _____

[FORM H]

**[FIELD TRIP DONATION LETTER;
PRINT ON SCHOOL SITE LETTERHEAD]**

[Date]

Dear Parent:

[Teacher, grade level, class or program] will be attending [field trip on date *or* will be attending several field trips this year]. To make this [trip *or* trips] possible, we are asking for your support through voluntary donations.

This year, our planned [trip *or* trips] include:

- [List and describe trip];
- [List and describe trip]; and
- [List and describe trip].

Prior to [the *or* each] planned field trip, we will send home permission slips with your student. There is a suggested transportation costs donation of \$[] for [this *or* each] trip and we are seeking an additional voluntary donation of \$[] for each student to help defray additional expenses for the trip.

Your voluntary support will assist the [school name] staff in providing supplementary activities that will enhance your child's educational experiences. On behalf of [school name], I want to thank you in advance for your assistance.

Please feel free to contact me should you have any questions regarding our field trips.

Respectfully yours,

[Teacher's Name]

[FORM I]

**[PROGRAM/SPORT FUNDRAISING/DONATION FORM;
PRINT ON SCHOOL SITE OR PROGRAM LETTERHEAD, AS APPROPRIATE]**

Dear Parent/Guardian:

Your [son or daughter] is currently a member of the [SPECIFY PROGRAM]. We are looking forward to a great year and are excited that your [son or daughter] has chosen to be a part of our Program. As you may already know, the budget dollars provided by the State to Madera Unified School District do not fully fund our Program, including the following activities or expenses:

- [Specified program activities];
- [Specified program activities];
- [Specified program activities];
- [Specified program activities].

Through fundraising and voluntary contributions we will be able to offer these expanded opportunities in our Program. To continue to provide these opportunities through the Program, however, we must collectively raise the amounts necessary to cover their costs. We have estimated fundraising goals for the Program in order continue to provide the above-described opportunities. The total fundraising goal for the Program is \$ _____.

To assist the Program in achieving its fundraising goal, the Program will be conducting the following fundraising activities:

- [Fill];
- [Fill];
- [Fill].

Aside from these Program fundraisers, families are also encouraged to make a voluntary contribution to the Program.

These fundraising activities are not mandatory, and your [daughter/son] will not be adversely affected in terms of [her/his] participation in the Program if [she/he] cannot assist in fundraising and/or making voluntary contributions to the Program. The Program's fundraising goal is a collective one, and not on an individual student basis. As such, the larger the number of students unable or unwilling to assist in Program fundraisers, the greater the burden on those students who so do for the benefit of everyone. [OPTIONAL: Based on the collective fundraising goal, if each of the [Number of Participants] in the Program fundraises equally, the amount attributable to each student is only \$ _____.]

We strongly encourage families and students to assist in fundraising activities and/or making voluntary donations to the Program so that we can continue to offer these opportunities to Madera students. We also thank you in advance for your ongoing support of the Program.

Sincerely,

[Coach/Advisor]

[FORM J]

**[P.E. UNIFORM INFORMATIONAL LETTER;
PRINT ON SCHOOL SITE LETTERHEAD]**

RE: Notice and Information Regarding Physical Education Uniform Requirements

Dear Parent:

Your son or daughter will be enrolled in [____SPECIFY SCHOOL SITE____]'s Physical Education program this school year. Consistent with the Education Code and guidance from the California Department of Education, [SCHOOL SITE]'s P.E. requirements include that every student wear standardized clothing for P.E. This year's P.E. uniform includes [COLOR] and [DESIGN] shorts and a [COLOR] and [DESIGN] shirt, otherwise suitable to be worn outside of school and P.E.

Students may purchase a P.E. uniform compliant with these parameters through [SCHOOL SITE]'s front office. All proceeds raised through the purchase of P.E. uniforms will go to [FILL]. Students are not required to purchase their P.E. uniform from the school, and students may wear existing clothes or purchase clothes from other sources compliant with [SCHOOL SITE]'s P.E. uniform color and design parameters. A student's grade will not be lowered or otherwise impacted upon any failure to wear compliant P.E. clothing if such failure was clearly beyond that student's control. Students unable to comply with the uniform requirements should inform their P.E. instructor.

Please allow me to thank you in advance for your support of [SCHOOL SITE]'s P.E. program. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

[Principal or Athletic Director, etc.]

FORM K] - [USE SCHOOL LETTERHEAD]

NOTICE OF PRIVILEGED ACTIVITIES PARTICIPATION REVOCATION; RIGHT TO APPEAL MEETING

[Date]

[Name and address of Parent/Guardian]

Dear [Name(s)]:

This is to inform you that your [son/daughter]'s, [student's name], right to participate in privileged extracurricular activities will be revoked in two weeks from the date of this notice, on [date], because your [son/daughter] has [failed to return loaned District property/failed to pay a lawfully imposed and/or agreed upon financial obligation].

The decision to revoke [student's name] right to participate in privileged activities pursuant to Board Policy and Administrative Regulation 5127, and [school site] rules, was made because [state all pertinent reasons relating to the failure to return property or pay a lawfully imposed and/or agreed upon financial obligation]. As soon as [student's name] [returns the loaned property/pays the lawfully imposed and/or agreed upon financial obligation], [student's name] will be allowed to continue to participate in privileged activities. If [student's name] [returns the loaned property/pays the lawfully imposed and/or agreed upon financial obligation] before [date two weeks from notice], [student's name] ability to participate in privileged activities will not be interrupted or revoked.

You may meet with me to discuss the intended revocation [student's name] ability to participate in privileged activities. Please contact my office at [telephone number] to schedule such meeting.

If following such a meeting with me, or in the absence of such a meeting, [student's name]'s privileges are to be denied/revoked, you or [student's name] may meet with the [Associate Superintendent of Educational Services or his/her designee], [name], regarding an appeal of the decision to revoke privileges, if you request such an appeal meeting. You may make that request by mail to the District office at [address] or call [telephone number]. The purpose of an appeal meeting is to discuss the causes, the duration, the school policy involved, and other matters pertinent to the intended revocation of [student's name] ability to participate in privileged activities, and to provide you and [student's name] an opportunity to explain why such a revocation is improper.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Principal's signature

cc: Associate Superintendent of Educational Services

FORM L [PRINT ON DISTRICT LETTERHEAD]

[DATE]

[ADDRESSEE]

RE: Reimbursement of Monetary Contributions

Dear [NAME]:

[SCHOOL SITE] of the Madera Unified School District is in receipt of your [DATE] written request for reimbursement of certain monetary contributions that you have provided the [SCHOOL SITE, DISTRICT, OR OTHER] District between [DATE] and [DATE] ("Claim"). Based upon your Claim, the District assumes that you take the position that you lacked a voluntary, donative intent when you made these contributions in support of District programs.

Based upon your request, and the [SCHOOL SITE, DISTRICT, OR OTHER]'s review of the subject monetary contribution, the [SCHOOL SITE, DISTRICT, OR OTHER] will reimburse you [in full] [in part].

Sincerely,

[NAME]

FORM M [PRINT ON DISTRICT LETTERHEAD]

[DATE]

[ADDRESSEE]

**RE: Government Claim for Reimbursement of Monetary Contributions;
Notice of [Partial] Acceptance [and Rejection] of Government Claim**

Dear [NAME]:

The Madera Unified School District is in receipt of your [DATE] written request for reimbursement of certain monetary contributions that you have provided the District between [DATE] and [DATE] ("Claim"). Based upon your Claim, the District assumes that you take the position that you lacked a voluntary, donative intent when you made these contributions in support of District programs.

Your Claim is a claim for money arising under the California Government Claims Act (Government Code section 900 et seq.), and therefore the District is treating your Claim as a Government Claim under the Act. The Act requires any claim for money against the District, such as your Claim, be presented to the District not later than one year after the alleged harm or wrong has occurred. The wrong alleged in your Claim is the provision of monetary contributions to the District in support of District programs. If a claim is not presented to the District within one year of the alleged wrong giving rise to the claim, the claim is barred under the Act.

Your Claim requests monetary reimbursement for: [FILL]. Of these monetary contributions, you made the following contributions to the District within one year of the presentation of your Claim to the District. Pursuant to Board Resolution ____ [FILL] and Government Code section 935.4 of the Act, the District's Governing Board has delegated and authorized [Superintendent and District Associate Superintendent] to allow, compromise, or settle a Government Claim such as yours. Notice is hereby given that your Claim was [partially] accepted [and otherwise rejected] by [Superintendent/Associate Superintendent] on [DATE]. A copy of the [Superintendent/Associate Superintendent]'s action on your Claim is attached.

The determination to accept [a portion of the] Claim is based on a review of your monetary contributions to the District and the determination that the amounts claimed appear to have lacked a voluntary, donative intent. As such, the District is rescinding the monetary contributions and donations as stated herein. [The remainder of the Claim is denied.]

WARNING

Subject to certain exceptions, you (the Claimant described above) have only six months from the date this notice was personally delivered or deposited in the mail to file a state court action on this Claim. (See Gov. Code, § 945.6.) You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Sincerely,

[NAME]