

Gift Acceptance Guidelines

8:80-ED1 Exhibit - Gift Acceptance Form

Date June 16,
2020

Donation to school/location Whittier

Detailed description of the gift: Community Furniture (square tables and stackable chairs)

Estimated/actual gift value:
\$6.801.08

Intended use: The new community room furniture would be used by teachers during lunch hour, staff meetings, PD events, PTO meetings, community events, and after school programs.

How will the gift impact the district? Please check the following items that apply and provide a brief description of the impact the gift will have on the district.

Professional development or staff training

Equity across all schools

Installation and/or construction work

District-curriculum

Coordination of scheduling work

Ongoing maintenance/replacement

District and/or school computer network

Ongoing financial or staff support

Hire additional staff

Other (there is no impact this gift would have on the district)

Outside vendor required

Yes No

District performing the work

Yes **No**

Donation timeline: Delivery for late August 2020 - One day of installation

Principal/Administrator

Patrick CL Robinson

Signature Date, June 16, 2020

Principal/Administrator – Please use the space below to provide your reason/rationale for either approving or denying the proposed donation.

The current furniture in the Whittier community room needs to be replaced. The tables are unstable and wobbly and the chairs are not in good shape. The new furniture is needed to effectively host staff and community events.

***For Internal
Use Only***

Superintendent Approval

Yes No

Board Approval Needed

Yes No

Work Session Agenda Date

Board Approval Date

Donor Notification

Administrator Signature Date

(if applicable)

DATED:

December 6,

2016

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