

Oak Park Elementary School District 97

Gift Acceptance Form

Date 2/20/17

Donation to School/Location Longfellow School

Detailed description of the gift : The Longfellow PTO has agreed to purchase and donate a 6 foot "buddy bench" to be installed (inground Mount) on the playground.

Estimated/actual gift value \$790

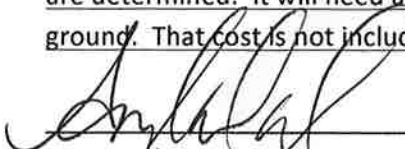
Intended use : The purpose of a buddy bench is to promote friendship and inclusion when students feel left out at recess. The school PBIS team will ensure that students are taught the expectations of the Buddy Bench after it is installed and unveiled to staff and students.

How will the gift impact the district?

- | | |
|---|---|
| <input type="checkbox"/> Professional Development or Staff Training | <input type="checkbox"/> Equity across all schools |
| <input checked="" type="checkbox"/> <u>Installation and/or construction work</u>
<u>Emotional Learning Curriculum)</u> | <input checked="" type="checkbox"/> <u>District-curriculum (Related to Social</u> |
| <input type="checkbox"/> Coordination of scheduling work | <input type="checkbox"/> Ongoing maintenance/replacement |
| <input type="checkbox"/> District and/or school computer network | |

Outside vendor required Yes No
District performing the work Yes No

Donation Timeline The PTO is ready and able to purchase the bench as soon as logistics for installing it are determined. It will need a concrete base (inground mount) to ensure that it is properly placed in the ground. That cost is not included in the donation from the PTO.


Principal/Administrator Signature

February 23, 2017
Date

For Internal Use Only

Superintendent Approval Yes No
Board Approval Needed Yes No
Work Session Agenda Date _____
Board Approval Date _____
Donor Notification _____

Superintendent Signature

Date

Administrator Signature (if applicable)

Date

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To Whom it May Concern,

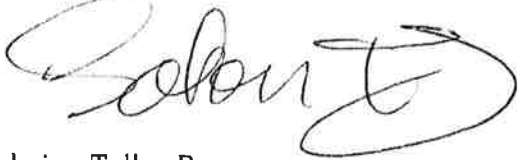
Due to several parent requests and our work with the Longfellow PBIS team, we would like to donate a "buddy bench" to be installed on Longfellow School's playground.

The purpose of a "buddy bench" is to promote friendship and inclusion for children who feel left out at recess. It is a safe spot for students to go to in order to seek a playmate or support from other benevolent peers or adults. The PBIS team at Longfellow has agreed to train students and staff in the use of the bench to ensure it is effective.

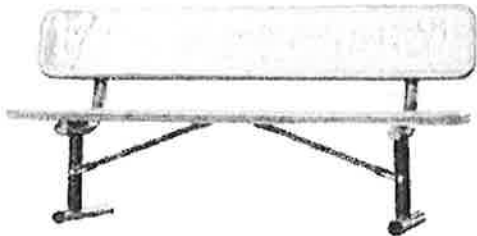
The item will be purchased with PTO funds from School Outfitters (SKU: NOR-VNL1127). Approximate cost with shipping included would be \$700. It would be 6 feet in length and require an in ground mount. The anticipated location of the bench is next to an existing wood bench that is West of the old playground and south of the swing set. The only outstanding cost to the district would be installation of the bench.

Thank you for your consideration of this donation to Longfellow School.

Sincerely,



Sabrina Tellaz Brennan
PTO President



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