



**Geneva Community Unit School District 304**  
227 North Fourth Street  
Geneva, IL 60134

TO: Dr. Kent Mutchler

FROM: Todd Latham, Assistant Superintendent for Business Services

RE: Gifts, Grants, and Bequests

Dr. Mutchler,

I am pleased to share that I have received notice of a generous donation from the Mill Creek Elementary School PTO.

In accordance with Policy 8:80 – Gifts, Grants, and Bequests having a more than \$500.00 shall be accepted by the Board of Education.

The Mill Creek Elementary PTO would like to donate the following:

- Portable PA system

The estimated value of the donation is \$600.00. I am requesting approval from the Board of Education, at their regularly scheduled meeting, Monday, December 12, 2022, to accept the donation of the above.