



**Geneva Community Unit School District 304**

227 North Fourth Street  
Geneva, IL 60134

TO: Dr. Andy Barrett  
FROM: Casey O'Connell, Principal  
DATE: August 24, 2023  
RE: Policy 8:80 - Gifts, Grants, and Bequests

Dr. Barrett,

I am pleased to share that I have received notice of a generous donation from The Buchanan Fund.

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

- Benchmark assessment books for reading room;
- Hello Decodables
- Cricut machines for teacher workrooms
- SEL books for LMC
- Any additional classroom items needed

The total value of this collective donation is \$10,000.

I am requesting approval from the Board of Education, at their regularly scheduled meeting, to accept the donation from Buchanan in the amount of \$10,000.

  
\_\_\_\_\_, Principal