

Gift Acceptance Guidelines

8:80-ED1 Exhibit - Gift Acceptance Form

Date 10/25/23
Donation to school/location Irving School
Detailed description of the gift invoice for covenant harbor (see attached)
Estimated/actual gift value \$6,308.10
Intended use Reimbursement for 5th grade outdoor ~~enrichment~~ education
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

Outside vendor required ☐ Yes ☒ No
District performing the work ☐ Yes ☒ No

Donation timeline

once board approves
Jayma 10/25/23
Principal/Administrator Signature Date

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

allows all to attend the trip free of cost

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 Date

(if applicable)

DATED: December 6, 2016