

Gift Acceptance Form

Date 4-19-24

Donation to school/location Longfellow School

Detailed description of the gift Ed event: Donations for the 5th Grade Outdoor
Ed event

Estimated/actual gift value 2418.57

Intended use Reduce the cost for families for this field trip

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 Reduce cost to families for field trip

Outside vendor required? Yes No

District performing the work? Yes No

Donation timeline the field trip is May 23

Donor (name and address) Longfellow PTO

Principal/Administrator Signature Date

X

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

The PTO would like to assist in the cost of the field trip for families. This reduces the cost to only \$30.

For Internal Use Only

Superintendent Approval Yes No

Board Approval Needed Yes No

Work Session Agenda Date _____

Board Approval Date _____

Donor Notification Date _____

Superintendent Signature Date

[Signature] 4/19

Administrator Signature Date (if applicable) _____