

Gift Acceptance Guidelines

8:80-ED1 Exhibit - Gift Acceptance Form

Date 12/8/2022

Donation to school/location Percy Julian Middle School

Detailed description of the gift PTO Donation for Spring/End of Year fieldtrips

Estimated/actual gift value \$2,000.00

Intended use Donation will help cover the field trip cost for Free and Reduced Lunch status students.

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

Allows the school to offer scholarships to cover admission fees and transportation costs on field trips.

Outside vendor required Yes No

District performing the work Yes No

Donation timeline

2022-2023 Spring and End of School Year fieldtrips
12/12/22

Principal/Administrator Signature

Date

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

Ensures students can participate in End of Year celebrations and Curriculum-related fieldtrips.

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

Oak Park Elementary School District 97 - Admin Procedures
