

Gift Acceptance Guidelines

**8:80-ED1 Exhibit - Gift Acceptance Form**

Date 7/7/22

Donation to school/location Irving School

Detailed description of the gift \$3,155.00 cash donation

Estimated/actual gift value \$3,155.00

Intended use Reimbursement for field trip cost - 5<sup>th</sup> grade GOAPE 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

Supports students/families in need

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

Donation timeline

Checks received in June 2022 waiting for approval to deposit

Principal/Administrator Signature Patricia King Date 7/7/22

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

Supports students and families in need

**For Internal Use Only**

Superintendent Approval    ☒ Yes    No ☐  
Board Approval Needed    ☒ Yes    No ☐

Work Session Agenda Date N/A

Board Approval Date 7/12/22

Donor Notification \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

*Patricia King*

*7/12/22*

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

(if applicable)

DATED: December 6, 2016

**Oak Park Elementary School District 97 - Admin Procedures**

---