

Gift Acceptance Form

Date 10-31-22

Donation to school/location

PTO Reimbursement for Mann School Field Trips

Detailed description of the gift

Bus Payments for field trips during the
2021-22 school year.

Estimated/actual gift value

\$4,344.15

Intended use

Bussing costs for students to attend field
trips.

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

Bussing costs

Outside vendor required? Yes No

District performing the work? Yes No

Donation timeline

These funds were already dispersed by the school
and the funds were allocated by the PTO the previous
summer.

Donor (name and address)

Mann School PTO
921 Kenilworth Ave
Oak Park, IL 60302

Principal/Administrator Signature Date

Theresa Ali 10-31-22

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

I support the donation as it reduces the
cost families have to pay for field trips.

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 _____

Administrator Signature Date (if applicable) _____