

Quaker Valley School District Procedures for Acceptance of Gifts

GENERAL PROVISIONS

Gifts which may serve to enhance and extend the work of the school district may be received by the district. Quaker Valley School District Policy 403.00 shall be followed for those who desire to make a contribution to the district.

PROCEDURES AND CONDITIONS

1. Individuals or organizations desiring to contribute supplies, services or equipment to the district or an individual school shall confer with a school administrator regarding the acceptability of such contribution in advance of the solicitation of funds or the making of budgetary appropriation. Cooperative planning of teachers, administrators and organization representatives are to be encouraged.
2. To provide proper accountability, all contributors must complete a school gift proposal form which shall be available on our website at www.qvsd.org, from individual buildings or the district office.
3. Equipment contributed to the district will become the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property by the individual school under the direction of the school board.
4. Gifts of supply items such as books, clothing, health items, necessary educational materials as well as food for needy children, miscellaneous items of small cost and recreational items may be accepted by individual administrators or building principals provided the school gift proposal form is properly completed and filed with the district office. The superintendent or designee shall report a list of supplies contributed primarily for school use to the school board at least annually.
5. Gifts of equipment or services including those involving major costs for installation or maintenance, or initial or continuing financial commitments from school funds, shall be processed for approval using the school gift proposal form and be forwarded to the attention of Mrs. Dana Murphy in the district office. Final consideration and approval will be completed by the district administration and school board.
6. Final acceptance or rejection of gifts shall be acknowledged in writing by the district administrator upon school board approval stipulating and additional considerations which the school board deems to be in the best interest of the district.
7. Gifts to the district by graduating classes of Quaker Valley School District are subject to all provisions outlined in these procedures. In addition, the donor shall be required to file a resolution of representation by the Quaker Valley School District Class of _____, which shall be signed by officers of the class.
8. The school board reserves the right to discard any gift to the district at such time as it is determined that the item is unsafe, obsolete or no longer serves a useful purpose.
9. The district shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organization or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.



QUAKER VALLEY SCHOOL DISTRICT GIFT PROPOSAL FORM

The undersigned proposes to make a contribution of the following supplies, services and/or equipment to the Quaker Valley School District. It is understood that all conditions contained in the School Board Policy 403.00 pertaining to Acceptance of Gifts to the Quaker Valley School District as printed on the back of this form shall apply prior to and upon acceptance of this gift. Please submit this completed form to the administrator for which the donation is intended.

Quantity	Description <small>(Make, Model, Serial #)</small>	Estimated Value

Donor Name: _____

Address: _____

Date: _____ Signature: _____

Do Not Write Below This Line

APPROVALS:

School Building Administrator _____
Date

Secretary of School Board _____
Board Approval Date