

PANORAMA COMMUNITY SCHOOL DISTRICT

GIFTS, GRANTS, & BEQUESTS—ADMINISTRATION POLICY/FORM

The District administrator in charge of the school/program to which the gift is to be given shall send a completed Gift, Grants, and Bequests form to the Superintendent's Office so that official action may be taken.

The Superintendent may call an ad hoc committee of interested administrators and/or staff members together to evaluate the extent to which any gift meets the criteria established by the Board of Directors. The Superintendent may, in unusual circumstances, confer with the Board of Directors for direction.

A letter of appreciation from the Superintendent shall be sent to the donor of any gift that is accepted by the Board. If any gift cannot be accepted, a letter from the Superintendent explaining the reason(s) for nonacceptance shall be sent to the donor.

PANORAMA COMMUNITY SCHOOL DISTRICT

GIFTS, GRANTS, BEQUESTS TO THE DISTRICT FORM

(Gifts, Grants and Bequests will be accepted in accordance with board policy 802.2)

Date: _____

Received From: _____
(name of person or organization)

Description of Gift, Grant or Bequest: _____

Estimated Value of Gift (if equipment): _____

Acknowledgement/Donation Receipt to be sent to:

(name of contact person)

(address)

(city, state, zip)

I recommend acceptance of this gift, loan or bequest:

(administrator's signature)