

**NORTH PENN SCHOOL DISTRICT**  
**Administrative Regulations**

**3700**

Reference: Board Policy #3700

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**Gifts to the District**

Board Policy #3700 provides guidelines for the acceptance of gifts to the school district. School board approval of any gift will be made only after potential gifts have been reviewed and found acceptable by a building principal and/or the appropriate cabinet level administrator. (Gifts with approximate market value less than \$100 will not require this procedure.)

Potential donors must be treated with sensitivity whether the gift is one which district officials desire or feel reluctant to accept. Building principals are encouraged to be especially thorough and thoughtful regarding proposed gifts made from funds raised by parent support groups. Gifts from parent support groups represent the efforts of those capable of demonstrating significant positive support for district programs and efforts.

Administrators must consider the criteria listed in the board policy when reviewing the potential gift. A sample approval form is attached. This form should be forwarded to the assistant superintendent for administrative approval prior to board approval. No purchases should be made (or purchase orders processed) until all approvals have been obtained.

ATTACHMENT

Reviewed: July 2002  
Revised: January 2009

