### 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

## North Penn School District 401 East Hancock Street Lansdale, PA 19446-3960

# GIFTS TO THE NORTH PENN SCHOOL DISTRICT (IN EXCESS OF \$100)

BEFORE this gift can be accepted from the donor, official action is required by the school board.

	Approximate Value:	
Gift from:  Name/Organization		
Name/Organization		
Address	City, State, Zip Code	
Building / Department	Administrator's Signature	Date
Belov	v this line to be completed at district office.	
II. Cabinet Level Review / Appro	oval	
Approved	ovai	
	Cabinet-Level Administrator's Signature	Date
	Cabinet-Level Administrator's Signature	Dute
Place on Action Agenda	Date of Action Meeting	
_	-	
<b>Denied</b> - Return to Buil	Date of Action Meeting	
☐ <b>Denied</b> - Return to Buil ☐ Send to	Date of Action Meetinglding Principal/Department Administrator for review. <i>After review, return to cabi</i> .	
☐ <b>Denied</b> - Return to Buil ☐ Send to	Date of Action Meetinglding Principal/Department Administrator	
☐ <b>Denied</b> - Return to Buil ☐ Send to	Date of Action Meetinglding Principal/Department Administrator for review. <i>After review, return to cabi</i> .	

Business Office

Building Principal/Department Administrator