

Gift Proposal Form

1. Gift Description

_____ has requested a review of the following proposed
(Donor or Organization)
donation to the Longview School District.

List Donation Item and Dollar Value or Donation Amount:

Total Value \$ _____

2. General Acceptance Criteria

The proposed gift meets the following general district gift criteria. The gift shall:

- a. be for a purpose consistent with the mission, objectives, goals, and policies of the school district;
- b. be appropriate to the best interest of students;
- c. not create significant, ongoing inequity of programs and/or facilities;
- d. be in support of those programs deemed a priority of the district;
- e. not obligate the district to financial support or continuing costs without the board's approval;
- f. not unreasonably add to staff workload;
- g. be subject to the normal curriculum approval process prior to acceptance of curriculum materials and/or program gifts;
- h. not place any restrictions on the school programs or district operations;
- i. not require active endorsement or promotion
- j. comply with all provisions of board policy, collective bargaining agreements, district standards and specifications, and public law; and
- k. not be related to directly funding district employees.

3. Fundraising and Naming or Recognition Plan:

Please attach information regarding any fundraising plan and donor recognition you have related to this proposal as outlined in Procedure 6114, page two, number 2.

Donor	_____	_____
		Date
Building Administrator (if applicable)	_____	_____
		Date
Executive Director(s) Leadership and Learning (if applicable)	_____	_____
		Date
Director of Technology (if applicable)	_____	_____
		Date
Facilities Manager (if applicable)	_____	_____
		Date
Executive Director, Human Resources (if applicable)	_____	_____
		Date
Superintendent	_____	_____
		Date
Board of Directors	_____	_____
		Date

Initially Adopted: November 10, 2003
Adopted: March 22, 2010
Amended: November 28, 2016