



Contemplated Gift Form

Submit form to the building administrator, athletic director or visual & performing arts director upon completion.

Date Submitted: _____

Gift intended for (Name of School or District Wide): _____

Person(s) or Group Offering Gift(s):

Contact Person (Gift giver or Building Administrator): _____

Address: _____

Email: _____

Phone: _____

Description of proposed gift(s), (e.g. money, materials, services, etc.) and for what purposes(s). The description has to be sufficiently specific to allow administration to determine whether the criteria specified in [Administration Regulation 3100-Gifts, Grants and and Bequests to the District](#) apply.

Please answer the following questions (Note: If the proposed gift involves donated materials or services please estimate value):

Is the value of the gifts(s) \$500.00 or more? _____ Yes _____ No

If your answer to the previous question is YES, please list the actual value of gift: _____

Do not write below this line

** Administrator approves to \$499- Forward approved form to Sheila Flinn in the Business office

** Superintendent approves \$500 to \$1999- Forward completed form to Cass Philpott in the Superintendent's Office

*** Board approval required for any gifts over \$2000 and must be presented to the Board at a regularly scheduled meeting. Forward completed form to Cass Philpott in the Superintendent's Office

Status: _____

Date received by Superintendent _____

Actions by Superintendent of Schools:

Actions, if any, by the Board of Education:

Final disposition of the gift offer:

Accepted: _____

Rejected: _____

Date: _____