

ADMINISTRATIVE RULE 702 – GIFTS, GRANTS, AND DONATIONS

Any individual or organization wishing to donate to the Avon Grove School District, or any individual school within the District, including donations of cash, equipment, supplies, services, or other items should adhere to the following procedures:

1. Review Board Policy 702 Gifts, Grants, Donations. For gifts from Booster Clubs or similar organizations, please also review Board Policy 915 Relations with Booster/PTO/PTA Organizations.
2. Contact the following staff member at the appropriate school to discuss the intended donation:
 - Penn London Elementary – Principal
 - Avon Grove Intermediate School – Principal
 - Avon Grove Middle School – Principal
 - Avon Grove High School – Principal and/or the Director of Athletics and Activities
 - Avon Grove School District – Superintendent
3. The contact person will direct the individual or organization to either complete the following donor letter, or consult the Coordinator of Facilities. The Coordinator of Facilities must be consulted on any item or equipment that requires installation or otherwise permanent placement, or if there will be any costs incurred by the school District, in time or materials, to install said item or equipment.
4. After the gift, grant, or donation has been made, the Avon Grove Board of Directors must take formal action to approve gifts greater than \$500. It may elect, in its discretion, to act on gifts less than \$500.

While reasonable effort to honor the intent of the donor will be made, the District does not guarantee any donation will be used as the donor intended, particularly in regard to contributions to the Athletics Department. This is to ensure equity among programs in keeping with the guidelines of Title IX and to protect student athletes from potential violations of PIAA regulations concerning amateur status.

Please understand that upon acceptance, the donation becomes the property of the Avon Grove School District. All maintenance and upkeep become the responsibility of the District.

Donations do not entitle the donor to any special privileges.

For the donation of an item or property valued at more than \$500, the donor should attach a statement including a description of the property and the fair market value of the property, supported by documentation, such as a copy of the original invoice, bill of sale or informal appraisal of the property by an individual with appropriate knowledge of the value of the item(s), or a responsible vendor knowledgeable about such items or, other appropriate information.

To: Avon Grove School District Board of Directors

From: _____

Date: _____

Regarding: _____

I/We have reviewed Board Policy 702 Gifts, Grants, and Donations, and the related Administrative Rule. I/We would like to make the following donation to the Avon Grove School District in accordance with the Policy:

<u>Description</u>	<u>Amount</u>
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Total \$ _____

I/We understand that all donations or gifts become the property of Avon Grove School District.

Upon acceptance of the donation or gift, any and all upkeep and/or maintenance become the responsibility of the Avon Grove School District.

<u>School District Contact</u>	<u>Date</u>
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<u>Authorized Person</u>	<u>Date</u>
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<u>Director of Business Administration/CFO</u>	<u>Date</u>
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