Administrative Regulation

GIFTS TO THE SCHOOL DISTRICT

A. The public is encouraged to make appropriate donations to the support of the district's programs and services.

B. **All** gifts are to be brought to the attention of the superintendent or his/her designee, who will in turn inform the Board of Education.

C. No gift is considered accepted until Board has formally asked to accept the gift.

D. The staff member receiving the gift on behalf of the district shall use the attached form [3873.00-R(1)E(1)] to notify the superintendent or receipt of the gift.

E. Thank you notes for all gifts will be sent from the Board once the gift is accepted.

ADMINISTRATIVE REGULATION

Approved: April 10, 1986
Revised: November 18, 1986

July 16, 2002