

Community Relations

Administrative Procedure - Gifts and Donation Procedure

Board of Education may accept on behalf of the school district gifts from any education foundation or other entity or individual, provided that the gift can be used in a manner consistent with the Board’s policy (see Community Unit School District 308 policy 8:80).

1. At the beginning of each school year the standard worksheet to log donations are sent to every building.

School Name:
 Principal's Name:
 Entered by:
 Due Date: **MAY 31**
 Threshold: **\$500**

GIFTS AND DONATIONS WORKSHEET 2015-2016

	DONOR	DONATION	AMOUNT	PURPOSE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

This worksheet is used to capture all donations received in a school year (August 15 through May 31).

2. To reduce the amount of paperwork and time required for recording, we have set the minimum threshold of reporting at \$500 accumulated for each donor. This encompasses multiple donations received from the same donor throughout the year.
3. All completed lists are forwarded to the business office in the first week of June. The board approval cover sheet is written and submitted for approval at the board meeting in June.