

Operational Services

Administrative Procedure for Donations – Materials, Equipment, Supplies And Cash

The following procedures and regulations shall govern the acceptance of all donations of materials, equipment, supplies and cash.

1. Whenever any outside group or in-school organization proposes to purchase or donate materials, equipment, supplies and/or cash, for any Peoria Public School, a list of such items shall be furnished to the school Principal. The list shall contain sufficient detail to readily identify the items – including, but not limited to, name (title), author and publisher of books; and name, model and manufacturer of equipment.
2. The principal shall complete Form 87 (see attached form, Rev. 10/02 “Request for Authorization to Accept Donations”) and forward same to Superintendent or Superintendent’s designee. As stated in Board Policy 8:80, all donations become the property of the Board of Education. Consequently, it is necessary to reserve the right to:
 - Specify the kind of materials
 - Specify and describe equipment and its function
 - Itemize supplies
 - List exact dollar amount of cash donation.

All of the above donations shall be accepted subsequent to Board of Education analysis and review of:

- Needs of the instructional program(s)
- Installation expense of equipment donated
- Estimation of repair costs
- Analysis of maintenance expense.

No materials, equipment, supplies or cash shall be accepted without prior written approval of the Superintendent or Superintendent’s designee.

3. Whenever any outside group or in-school organization proposes to donate cash for a specific purpose or item, the school Principal shall complete Form 87 and indicate on that form that the cash is being donated and for what purpose or for what item. The same procedure as explained in #2 above then shall occur.
4. Whenever any outside group or in-school organization proposes to donate cash without designating a specific purpose or time, the school Principal shall complete Form 87 indicating that the cash is being donated. The same procedure as explained in #2 above shall also occur. Additionally, the school Principal shall itemize the cash donation, noting specific amounts, date received and location of the funds until such time as its disposition is determined. When this determination is made, a second Form 87 shall be completed and forwarded to the Superintendent or Superintendent’s designee. The information contained on the second Form 87 shall indicate the name of the donor as “cash previously donated by _____”, and the name of the original donor shall be listed.

The Administration is reminded that the proper use of these procedures will ensure, among other things, the proper recognition of donors, which can only reap good school-community relations.

ADOPTED: December 3, 2007