

**SCHOOL GIFT PROPOSAL FORM**  
**ELKHORN AREA SCHOOL DISTRICT**  
**3 N JACKSON ST**  
**ELKHORN, WI 53121**

I/We, \_\_\_\_\_ hereby propose to make a contribution of the following  
(supplies, services, equipment) to \_\_\_\_\_ (state school or school district).

QUANTITY	DESCRIPTION (Make, Model, Serial #, etc.)	ESTIMATED VALUE
		\$
		\$
		\$
		\$

It is further understood that all conditions contained in the School Board Policy 840 Pertaining to Acceptance of Gifts to the Elkhorn Area School District as printed on the back of this form, shall apply prior to and upon acceptance of this gift.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Mailing address City State Zip Code

The above signature(s) indicate this Policy has been read and understood. Please submit to the School Building Administrator for which the donation is intended.

APPROVED: \_\_\_\_\_  
School Building Administrator Date

***Upon Completion of the Above Information, Forward Form to School District Business Manager.***

**DO NOT WRITE BELOW THIS LINE**

The acceptance of the above gift, has been APPROVED by the School Board on: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
School District Administrator



# POLICY PERTAINING TO ACCEPTANCE OF GIFTS TO THE ELKHORN AREA SCHOOL DISTRICT

## GENERAL PROVISIONS

Gifts which may serve to enhance and extend the work of the schools may be received by the District. It shall be the general policy of the School Board to direct those who desire to make contributions to consider, supplies, services or equipment that are not likely to be acquired from public funds.

## PROCEDURES AND CONDITIONS

1. Individuals or organizations desiring to contribute supplies, services or equipment to the district or an individual school, shall Confer with school administrators regarding the acceptability of such contributions, in advance of the solicitation of funds, or making of budgetary appropriation. Cooperative planning of teachers, administrators and organizations representatives are to be encouraged.
2. To provide proper accountability, all contributors must complete a School Gift Proposal Form that shall be available from individual building principals, the District Office or the district web site.
3. Equipment contributed to the District becomes the property of the District and is subject to the same controls and regulations that govern the use of other school-owned property by the individual school under the direction of the School Board.
4. Gifts of such supply items as books, clothing, health items, necessary educational materials for needy children, food for needy children, miscellaneous items of small cost, and recreational items may be accepted by individual administrators or building principals provided the School Gift Proposal Form is properly completed and a copy filed with the District Office. A list of supplies contributed primarily for school use shall be reported to the School Board by the District Administrator, at least annually.
5. Gifts of equipment or services, including those involving major costs for installation or maintenance, or initial or continuing financial commitments from school funds, shall be processed for approval using the School Gift Proposal Form. It should then be forwarded to the District Business Manager for final consideration and approval of the District Administrator and School Board.
6. Final acceptance or rejection of the gifts under Item (5), shall be acknowledged in writing by the District Administrator upon School Board approval, stipulating any additional conditions that the School Board deems in the best interest of the District. If requested by the contributor, the District Business Manager shall be authorized to issue a school receipt for the value of gifts approved under this section ONLY.
7. Gifts to the District by graduating classes of Elkhorn Area High School, are subject to all provisions outlined in these procedures and in addition, shall be required to file a Resolution for Presentation by the Elkhorn Area High School Class of \_\_\_\_\_, which shall be signed by the officers of the Class, in the presence of a Notary Public.
8. The School Board reserves the right to discard any gift to the District, at such time as it is determined that the item(s) are unsafe, obsolete or no longer serve a useful purpose.
9. The District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.