

Any group wishing to donate any item, including equipment, cash, services, etc., to the Avon Grove School District is required to follow the following procedure:

1. Please review Board Policy #702, Gifts, Grants, Donations. For gifts from Booster Clubs, please also review Board Policy #915, Relations with Booster/PTO/PTA Organizations.
2. Contact the following staff member at the appropriate school:
 - Penn London Elementary—the Principal
 - Avon Grove Intermediate School—the Lead Principal
 - Fred S. Engle Middle School—the Principal
 - Avon Grove High School—the Activities Director (or the Athletics Director, as appropriate)
 - Avon Grove School District—the Superintendent
3. The contact person will direct you to either complete the attached donor letter (available in electronic form) or consult the Building & Grounds Supervisor. The Building & Ground Supervisor must be consulted on any item that requires installation or otherwise permanent placement or if there will be any cost(s) incurred by the school district, in time or materials, to install equipment.
4. After the gift, grant, or donation has been made, the Avon Grove Board of School Directors must take formal action to approve gifts greater than \$100.00. It may elect, in its discretion, to take action on gifts less than \$100.00.

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 becomes the responsibility of the District. Donations do not entitle the donor to any special privileges.

For the donation of an item valued at more than \$500.00 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.

Administrative Rule
Board Policy #702
Gifts, Grants, Donations
February 14, 2008
January 28, 2010
December 22, 2011

To: Avon Grove School District Board of School Directors
From:
Date:
Re:

We have reviewed Avon Grove School District Policy #702 and the Donation Policy Procedures Guidelines. We would like to donate the following item(s) in accordance with Policy # 702:

Item	Value
Total \$ _____	

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

Upon acceptance of the donation or gift, all upkeep and maintenance becomes the responsibility of the school district.

Signature of authorized person Date

Signature of School District Contact Date

Business Manager Date