

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: ACCEPTING OR REFUSING THE OFFER OF A GIFT TO THE SCHOOL DISTRICT**

<u>Responsibility</u>	<u>Action</u>
Donor or attorney	1) Contacts District staff member and offers gift.
Staff Member	2) Notifies appropriate Principal of offer.
Principal	3) Forwards completed <u>Information Related to the Decision to Accept or Refuse a Gift (Form #5230F)</u> with letter to Business Official.
Business Official	4) a. Determines compliance of gift with Board policy. Determines if gift needs maintenance and if District can bear the cost of such maintenance. b. If refused, notifies donor appropriately. c. If accepted, recommends to Superintendent.
Superintendent/designee	5) Recommends to Board acceptance of appropriate gifts.
Board of Education	6) Approves appropriate gift in accordance with law.
Superintendent	7) Sends letter of appreciation on behalf of District in acceptance of gift. Letters will be kept on file. a. Notifies donor of specific conditions of acceptance, such as maintenance (if required). b. Establishes, with donor, a plan for delivery. c. Monitors implementation of plan to deliver, install, and use gift (includes related training).