

TO: Superintendent of Schools
FROM:
DATE:
RE: Acceptance of Gift(s)

Instructions:

This form is to be completed whenever a gift is presented to the Wayland Public Schools administration, teachers, or support staff employees.

In keeping with School Committee Policy KCD (Public Gifts to the Schools), *"The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value, except in the case of cash donations or in the case when gifts would result in recurring significant annual costs. For these exceptions, the School Committee must accept the gifts."*

Record of Gift Giving:

Description of gift: _____

Name & address of gift donor: _____

Name of school(s): _____

Grade Level(s): _____

Program (Department, Club,
Course, etc.): _____

Purpose: _____

Date given: _____

Other information: _____

Person who will send *Thank You*

Note: _____

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Please check the appropriate space:

The above gift has been _____(accepted) or _____(rejected)

Signature of Superintendent of Schools

Date

Please note that the district does not estimate value on used items or goods. All gifts accepted by the School Committee become the property of the Wayland Public Schools and are subject to the same controls and regulations that govern the use and disposal of other school property.