The Howard County Public School System
Acceptance of Donations

Step 1: Donor Information — **Completed by the School/Department**

Name: _____ Phone: _____

Street Address: _____ City: _____

State/Zip: _____

Donation/Est. Value: _____

Purpose of Donation: _____

Recipient: Burleigh Manor Middle School (School Name) Program/Dept:

Step 2: Donation Acceptance

Completed by the Principal/Department Manager

All donations must be accepted by the principal or program department in accordance with the criteria for acceptance outlined in **Policy 1911 - Donations.**

Donation meets Board of Education criteria for acceptance.

[X] Yes [ ] No

Signature _____

Title Claire Hafets, BMMS Principal Date _____

DONATIONS OF $500 OR LESS REQUIRE NO FURTHER ACTION FOR ACCEPTANCE

Step 3: Central Office Approval - Required for Donations over $500

Submitted by Principal/Department Manager to Appropriate Office as Defined Below

A donation consisting of an improvement to real property or having an estimated value greater than $500 must be reviewed, inspected/tested by Central Office staff and recommended to the Board of Education for acceptance.

Donation	Office Responsible for Review
Books/Media Equipment	Media and Educational Technology
Educational Supplies	Curriculum, Instruction, and Administration
Computers/Technology Equipment	Technology Office
Other Equipment	Safety, Environment and Risk Management
Improvement to Real Property	School Facilities
Cash or cash paid for services	Finance Office
Physical Education Equipment	Physical/Health Education and Dance

Donation has been reviewed and is recommended to the Board of Education for acceptance.

[ ] Yes [ ] No

Signature _____

Title _____ Date _____

Step 4: Administrative Director/Program/ or Department Head Approval

Forwarded by Central Office for Final Approval and Preparation of Board Report

Donation has been reviewed and is recommended to the Board of Education for acceptance.

[ ] Yes [ ] No

Signature _____

Title _____ Date _____

Administrative Directors/Program/Department Heads - *Submit Monthly Board Donation Reports to Susan Shown, Executive Assistant to the Board of Education.*