



## Donations

The process of accepting a donation(s) is as follows:

- Donations less than \$2,000.00 in value may be accepted by the Superintendent or designee; complete the **Donation** form and then, after the Principal has signed, send to Office of Finance (if receiving a monetary donation, please give the Business Office the donation to hold in the safe until approved); make a copy of the check to submit with the **Donation** form for the Principal's signature; a pre-acceptance commitment should be obtained prior to identifying the district as the beneficiary of any fundraising attempt (see BOE Policy 8:80 Gifts to the District) [attachment #1A](#)
- If the value of donation is over \$2,000.00, the Board must vote to approve – an action item must be prepared for the Board meeting [attachment #1](#)
- The Superintendent has requested a quarterly summary report of all donations received by the district and their value [attachment #2](#)
- After the donation has been approved to accept, a thank you letter should be drafted and signed by the Office of Finance and Operations [attachment #3](#)

### **Board Policies:**

#### **8:80 Gifts to the District**

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$2000.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary

in any fundraising attempt, including without limitation, any Internet fundraising attempt.

2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
4. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments implemented by [34 C.F.R. Part 106](#).

[105 ILCS 5/16-1](#).

[23 Ill.Admin.Code §200.40](#).

CROSS REF.: [4:60](#) (Purchases and Contracts), [4:150](#) (Facility Management and Building Programs), [6:10](#) (Educational Philosophy and Objectives), [6:210](#)(Instructional Materials), [7:10](#) (Equal Educational Opportunities)

ADOPTED: April 10, 2018

## **5:140 Solicitations By or From Staff**

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.

CROSS REF.: [8:90](#) (Parent Organizations and Booster Clubs)

ADOPTED: November 19, 2007



**Proviso Township High School District 209  
Donation(s) Form**

**Donor Information**

Business Name	Name (Last, First, M.I.)
Street Address	Email
City, State, Zip	Phone
Website	Alternate Phone

***Details about the organization and how donations can help.***


**Donation Description**

Circle one:    CASH    CHECK    PRODUCT/ITEM    SERVICE    OTHER	
Amount / Description	DATE:
Notes	

**PTHS D209 Contact Information**

Name – Title/School
Phone and Email Address

**Signature of Approval (s)**

Building Principal	Superintendent ( <i>Board approval if over \$2,000</i> )
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## Action Item

### Subject:

Donations

### Background:

Proviso Township High School District 209 works with community agencies and other organizations to support students and families from the Township.

### Administration's Analysis:

Bears Care organization has issued a grant of \$8,333.33 to the Athletic Department for both, Proviso East and Proviso West High Schools. Each year the Chicago Bears use a matching grant from the NFL Foundation to assist with the costs of athletic trainers in suburban high schools. The purpose is to increase access for the football program during games and/or practice or create access to a certified athletic trainer, if access does not currently exist. The goal is to support the school for one year/season and that the school will have or create a plan to sustain athletic trainer access going forward.

### Statute, Administrative Policy or Board Rules Statement:

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2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
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105 ILCS 5/16-1.  
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: April 10, 2018

**Recommendation:** That the Board of Education of Proviso Township High School District 209 accepts the Superintendent's recommendation to accept the donation as presented.

## INFORMATION ITEM

**Subject:** Donations to Proviso Township High School District 209

**Background:**

Proviso Township High School District 209 works with community agencies and other organizations to support students and families from the Township.

**Administration's Analysis:**

A quarterly report will be provided to the Board of Education to recap all donations received during the prior three months. However, this first report is a recap for donations received between July 2018 through December 2018:

07/18/18	Emanuel C. Welch	\$1001	Back-to-School Bash	PTHS209
08/15/18	Tree of Knowledge, Inc (Sylvan)	\$250	Back-to- School Bash	PTHS209
08/20/18	Youth Outreach	\$100	Back-to-School Bash	PTHS209
08/30/18	Sneaker Tree	\$2,846.36	Girls Cross Country Club	Proviso West
08/29/18	Village of Bellwood	\$100	PW Band	Proviso West
09/01/18	Village of Maywood	\$75	NJROTC	Proviso East
09/15/18	Delta Sigma Theta	\$150	PE Marching Band	Proviso East
10/24/18	Village of Hillside	\$250	Choral Ensemble	Proviso East & West
10/26/18	Dan Lipinski for Congress	\$500	PE Marching Band	Proviso East
11/05/18	Bears Care	\$1,500	Coach of the Week (Speller)	Proviso East Football

**Statute, Administrative Policy or Board Rules Statement:**

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ADOPTED: April 10, 2018

**PROVISO TOWNSHIP HIGH SCHOOLS**  
District 209 – Cook County



**PAUL STARCK-KING**  
ASSISTANT SUPERINTENDENT OF FINANCE  
AND OPERATIONS/CSBO

8601 West Roosevelt Road  
Forest Park, IL 60130

708.338.5950  
708.338.5996 FAX  
[pstarck-king@pths209.org](mailto:pstarck-king@pths209.org)

May 11, 2018

Katherine J. Nolan  
140 Marengo Avenue  
Apt. 202  
Forest Park, IL 60130

Dear Ms. Nolan:

On behalf of the entire faculty and staff of Proviso Township High School District 209, I would like to thank you for your generous donation of \$50.00 for the Proviso East Band. Your support makes it possible for us to continue our mission of educating and empowering our students.

Please keep this written acknowledgment of your donation for your tax records.

Sincerely,

Paul Starck-King  
Assistant Superintendent of Finance and Operations