Policy Information

Series 4000 - Non-Instructional/Business Operation

Donations
Policy # 4443, 4.4.3

POLICY

1995   4443

Non-Instructional/Business Operations

SUBJECT: DONATIONS

The Board recognizes that various individuals or organizations may wish to make donations to the BOCES from time to time. It is the intent of the Board that donations, whether in the form of cash, scholarships, supplies, equipment, land, or other form of value, may be accepted from those donors in cases where the donor disavows any vested or special interest in returned value.

It is the policy of the Board that:

a. An individual or organization wishing to make a donation to the BOCES must complete a Donation Form and submit it to the Building Principal or Supervisor of the appropriate facility.

b. The Donation Form must contain the name of the Donor, the amount or value of the donation, a description of the donation (if other than cash or check), and the use which the Donor requests the BOCES to make of the donation.

c. Checks submitted as donations must be made out to 'Genesee-Livingston-Steuben-Wyoming BOCES'.

d. Cash donations must be deposited on the same day as received with the District Treasurer, who will issue a receipt to the Donor.

All donations received by the BOCES will be reported to the Board at its next subsequent regular meeting. No donation becomes the property of the BOCES until the Board acts to approve its receipt and appropriation.

The Board reserves the right to accept or reject any donations, and the right to stipulate the use to which the donations will be appropriated.

Board Approved
2/2/94
7/18/95

SUBJECT: DONATION FORM (To Be Used For Donations Other Than Cash or Check)

8250 State Street Road   **27 Lackawanna Avenue**
Batavia, NY 14020   **Mt. Morris, NY 14510**

Donor's Name:_____

Address_____
          Street   City   State   Zip

Phone (___)_____   Date: _____

Description of Donation

Suggested Uses of Donation

Donor Estimated Value of Donation:_____

Donation   _____Approved   _____Disapproved

Building Supervisor_____ Dated:_____

                    _____Approved   _____Disapproved

Board of Cooperative Educational Services, Dated:_____