

Procedure Title: Draft Donations Acceptance Procedure

Date Created: 10/Feb/09

Review Date:

Procedure Number: Facilities-a

Body of Origin: Caretaker

Review Authority: Caretaker, Facilities Committee

Procedure:

1. School is contacted with a donation offer.
2. Donor must fill out a donation form and turn it in to the caretaker.
3. Caretaker arranges for a designated person or committee to determine if the donation is useful to the school (Immediate use as is, for resale, used for parts, or unconvension use).
4. Individual or committee makes determination of usefulness and records decision clearly on the donation form.
5. Donation form returned promptly to caretaker.
6. Caretaker notifies donor of acceptance or decline of the donation, with thanks.
7. If accepted, caretaker arranges for pick-up or delivery of donation.
8. At the time of pick-up or delivery of donation, donor is provided with a copy of the tax deductible item donation form.

Contact person and phone: Donna Murphy, TRWS Caretaker, 608-782-8774

Related Policies and References: Donation Acceptance Policy (Facilities-1), Tax deductible Donation Form (Bus Form-1), Donation Acceptance Form (Facilities-Form-1)