

ACCEPTANCE OF DONATED GOODS OR SERVICES

Solicitation of Financial Support

Funds solicited by any school sponsored club or activity for the purpose of enhancing school programs or services must be approved by the Juniata County School District Board of Directors in advance. Requests for such approval should be sought on Form A – Soliciting Funds.

Once approved, generated funds must follow the accounting practices listed on Form A. Juniata County School District Board of Directors approval denotes acceptance of donations.

Solicitation of Materials, Services, or Products

If an individual or group of individuals wishes to donate materials, products or services, the following steps are to be followed:

1. Complete Form B – Solicitation of Materials, Products, or Services
2. Where applicable, petitioner should compile zoning and permit paperwork needed to complete the proposed project. Please Note: Do not file this paperwork prior to approval by the Juniata County School District Board of Directors. School board approval will be contingent upon local approval.
3. Where appropriate, petitioner should submit a drawing or blueprint of the proposed project.

Larger projects may be approved in phases. This means that the Juniata County School District Board of Directors may approve a feasibility study but reserve approval for the actual project pending additional information.

Upon completion, the petitioner should file a motion with the school board to accept the donation. Please note that any donated materials must be new, not used. Funds solicited must be placed in an account and the Juniata County School District Board of Directors will review the financial statements prior to approval of proposed projects. The Juniata County School District Board of Directors reserves the right to require additional inspections prior to acceptance. Once accepted by action of the Juniata County School District Board of Directors, any upgrades, material, or new facilities become the sole property of the Juniata County School District and are regulated by the school board policies and procedures.

FORM A

Soliciting Funds

Name of Organization _____

Date of Application _____ Contact Name _____

Event Start Date _____ Event Ending Date _____

Phone Number _____ Email _____

From whom will you be soliciting funds?

List products being sold:

For what purpose?

Goal for Solicitation _____

Approved _____ Denied _____

Principal Signature _____ Date _____

Approved _____ Denied _____

Superintendent Signature _____ Date _____

Please note:

Approval implies compliance with the accounting practices outlined in Juniata County School District Policy 618, Finances, Special Purpose Funds.

No fund-raising event or program may commence without prior approval of the board.

FORM B

Solicitation of Materials, Products, or Services/Donation of Improvements

Name of Organization _____

Date _____ Contact Name _____

Phone Number _____ Email _____

From whom will you be soliciting funds?

For what purpose?

Define project parameters (additional pages may be necessary)

Have you reviewed the current building code?

Do you have all paperwork attached to apply for building permits and/or zoning variances?

Will you present the project at a school board meeting? If so, when do you wish to present the project to the community? If you do not want to present your project for review, you will need to be present to respond to questions.

Estimated cost of project (fair market value) _____

Petitioner's Signature _____ Date _____

Approved _____ Denied _____

Principal Signature _____ Date _____

Approved _____ Denied _____

Superintendent Signature _____ Date _____

Please note that approval implies compliance with the accounting practices outlined in Juniata County School District Policy 618, Finances, Special Purpose Funds.