

\*Agenda Item 5.2

AR 3290-d

Subject: ACCEPTANCE OF GIFTS – SPONSORSHIP OF FIELD TRIP

Prepared by:

Reviewed by: Business Services Department

Action desired:

The Board of Education is requested to accept the gifts of a field trip sponsorship as described below:

Budget Implications -  increases site donation account for or  no cost to the District

Legal References – Board Policy #3290 requires prior Board approval of gifts.

Recommended \_\_\_\_\_  
Superintendent

**ACCEPTANCE OF GIFTS – SPONSORSHIPS OF FIELD TRIPS**

● Type of field trip: \_\_\_\_\_

● Dates of field trip: \_\_\_\_\_

● Sponsor/donor: \_\_\_\_\_

● Grade level(s) involved: \_\_\_\_\_

● Estimated cost of field trip: \_\_\_\_\_

● Purpose/benefit of field trip: \_\_\_\_\_

● The gift will come in the form of:      tangible item      other  
    cash, check or money order

● Account #: \_\_\_\_\_ Total

● Transportation:      arranged by MUSD and sponsor invoiced  
                                  arranged by MUSD and paid COD by sponsor  
                                  arranged for and paid COD by sponsor (emergency action only)

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● Dates of field trip: \_\_\_\_\_

● Sponsor/donor: \_\_\_\_\_

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● Estimated cost of field trip: \_\_\_\_\_

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Grand Total