

Internal ARTS IN EDUCATION REQUEST

SECTION A – Activity Information

Title of Proposed Event: _____ Grade Level: _____

Location of Event: _____ # of Students Attending Event: _____

Mode of Transportation: _____ In House Event

Sponsoring Organization (*Check the appropriate box*)

District NAHS Student Council

Designated Teacher-in-Charge

Phone #

Signature of the Sponsoring Building Administrator

Date of Signature

SECTION B – DETAIL OF FUNDING PLAN

A. Cost of Proposal (Please attach supporting documentation)	\$
B. Ten Percent CVES surcharge for processing	+ \$
C. Total Cost of Attached Proposal with 10% surcharge added (A + B)	\$

D. Amount of any funds to be donated to the school district by this sponsoring organization for this proposal, if the cost of the proposal is greater than the general funds available.	\$
E. District Funds allocated to Total Cost of proposal	+ \$
F. Total Funding Required (D+E)	\$

SECTION C – SUPERINTENDENT’S AUTHORIZATION FOR SUBMITTAL TO CVES

Authorization of Superintendent & Date _____

Arts in Education Donation Guidelines

Peru Central School District welcomes donations to the art and music programs; however, only the Board of Education may accept for the school district any donations or money, property or goods or grants, except that the Superintendent of Schools may accept on behalf of the Board any such donations of less than \$500 in value.

The Board will attempt to honor the intent of the donor, but reserves the right to use any donations it accepts in the best interest of the district's educational program. The Board also reserves the right to refuse to accept any donations which does not contribute towards the achievement of the district's goals or the ownership of which would tend to deplete the resources of the district.

The donations accepted by the Board or the Superintendent shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The District will seek to maximize the benefit of the donation by using the Arts in Education BOCES COSER 404 or 406 when appropriate. The District will attempt to dedicate the BOCES aid generated as a result of using the Arts in Education COSER toward Arts in Education expenditures in the following year. An accounting system will be put in place to monitor the donations and generated aid. However, there will be no "banking" of donations from year to year. Donating groups are welcome to make recommendations regarding the expenditures of Arts in Education generated aid; however, the Superintendent is the approving authority on all sponsored events.

In preparing an arts and music donation, the District requests the following information be provided and/or considered:

1. **To assist the Board of Education in allocating the donation, the donation must identify:**
 - i. The intended purpose of the donation.
 - ii. All conditions or restrictions that may apply.
2. **The donation must not name a particular individual(s).**
3. If the purpose of the donation is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it and shall not be denied its receipt on the basis of race, religion, sex, or disability.
4. No donations will be accepted by the Board unless:
 - a. it is in support of and a benefit to all or to a particular school in the district, or
 - b. it is for a purpose for which the school district could legally expend its own funds.

Any donations rejected by the Board shall be returned to the donor within 60 days together with a statement indicating the reasons for the rejection of such donation.