GIFTS, GRANTS AND BEQUESTS

Only the board of education may accept for the school district any bequest or gift of money, property or goods, except that the chief school administrator may accept on behalf of the board any such gift of less than $2000 in value.

The board reserves the right to refuse to accept any gift that does not contribute to the achievement of district goals or could deplete the resources of the district.

Any gift accepted by the board or the chief school administrator shall become the property of the board, 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 board. The board shall be responsible for the maintenance of any gift it accepts.

The board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the board of a commercial product or business enterprise or institution of learning.

Grants

Staff members are encouraged to seek out sources of grants and gifts, and bring them to the attention of the chief school administrator, who shall investigate the conditions of such grants and make recommendations to the board regarding the advisability of seeking them.

Educational Foundation

An educational foundation shall be created for the purpose of soliciting and raising monetary gifts and donations for the school district. This foundation shall be governed by a board of directors that shall recommend expenditures of funds in educational areas not ordinarily covered by the school budget and in accordance with criteria in its bylaws. Members of the board of education and/or the administration (shall/shall not) serve on the board of directors of the educational foundation. Policies and regulations on gifts to the district shall apply to funds raised by the foundation.

Date: REVISED May 29, 2008

Key Words
Gifts, Grants, Bequests
June 8, 2000

(609) 292-5994
Fax (609) 989-0113

New Hanover Township Board of Education
122 Fort Dix St
Wrightstown, NJ 08562

Dear Purchasing Officers and Vendors:

The New Hanover Township Board of Education is an instrumentality of the State of New Jersey and is exempt from sales and use taxes, pursuant to Section 9(a)(1) of the New Jersey Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.). An exempt organization certificate (ST-5) or number is not required for the New Hanover Township Board of Education to make tax-exempt purchases. Your official letterhead or official purchase order signed by a qualified officer is sufficient proof for your vendor that you are exempt from paying the sales tax. Payment must be made by government check or voucher.

Federal agencies, New Jersey state agencies and municipal agencies making purchases in the amount of one hundred fifty dollars ($150) or less from imprest funds may use the Exempt Use Certificate (Form ST-4) to be relieved of making such purchases by government check or voucher. The Exempt Use Certificate must be signed by a qualified officer of the agency. In the block marked "Purchaser's Certificate of Authority Number" on the Exempt Use Certificate, the words "Governmental Agency" should be inserted. In the block provided for the exempting citation, the indicia "9(a)" should be written. The name and position of the person dealing with the vendor must be given at the bottom of the certificate. We are enclosing a copy of the Exempt Use Certificate for your convenience.

Very truly yours,

Arthur J. Guenther
Assistant Chief
Regulatory Services Branch
Technical Services Activity

AJG:ca
Enclosure
APPLICATION FOR USE OF NEW HANOVER TOWSHIP SCHOOL FACILITIES

Date of Application _______________________

Name of Organization: ________________________

Contact Person:

Name _______________________

Address _______________________

Phone _______________________

Email _______________________

What will the facility be used for: ________________________

On-site Supervisor (if different from above): ________________________

Day(s) and Date(s) of
Request: ________________________

Hours of use (be sure to include set up time): _________ to _________

Type of Room: Classroom_________ Gym _________ Media Center _________ Cafeteria _______

Setup or Equipment Requirements (if any) ________________________

Approved by:

Principal ________________________ Date ______

Superintendent ________________________ Date ______

Business Administrator ________________________ Date ______

Comments:

_____________________________________________________

I/we have read the attached regulations regarding use of facilities and agree to same.

_____________________________________________________

All requests should be made 48 hours in advance for in-house use, and 10 school days in advance for outside organizations.
New Hanover Township Board of Education
122 Fort Dix Street
Wrightstown, New Jersey 08562

REGULATIONS FOR USE OF SCHOOL FACILITIES

1. All groups who contract to use the facilities or areas where organized athletic activities are conducted must keep the areas clear of debris and trash. These areas must be policed after use and the trash placed in appropriate containers.

2. No alcoholic beverages are allowed or are to be consumed on school property.

3. NO SMOKING is allowed in any part of the building or on school property.

4. Motor vehicles of any type are not allowed on playing fields or grassed areas, only in designated blacktopped parking areas.

5. School conducted activities in or on school facilities will always take precedence over other group activities in case of any conflict.

6. Violation of these rules will result in suspension of user privileges.

7. Responsibility for property damage will rest with the organization reserving the facility.

8. NOTICE: All outside groups who wish to use New Hanover Township School facilities must make application at least ten school days prior to the occurrence of the event. All other requests will only be considered on a space available basis.

9. Certificate of Insurance, if required, must be prepared prior to the event, when requested.

10. Absolutely no food or beverages are allowed in the Gym.

11. New Hanover Township School District is committed to recycling. Please utilize the appropriate containers for recycling while on our premises.

12. If the Cafeteria is being used to prepare food, a food service representative must be present, the cost of which shall be paid by the organization using the facility.

It is expected that users of these facilities will maintain a responsible attitude toward the preservation of school property.

issued 10/1/2012
Permission may be granted for the use of school facilities when requested in writing and has been approved for:

A. Uses and groups directly related to the school and the operations of the school; uses and organizations indirectly related to the school

B. Departments or agencies of the municipal government

C. Other governmental agencies; and

D. Local community organizations formed for charitable, civic, or educational purposes. The use of school facilities shall not be granted for the advantage of any commercial or profit making organization, private social functions, or any purpose, which is prohibited by law.

Smoking is prohibited at all times in any district building or on any school property. No one may bring alcoholic beverages onto school property. All facility use shall comply with state and local fire, health, safety and police regulations.

If the Cafeteria is being used to prepare food, a food service representative must be present, the cost of which shall be paid by the organization using the facility.

If the use of facility involves additional time by our custodial staff, the costs for their additional hours must be paid by the organization using the facility.

The building may not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with the cleaning and maintenance schedules.

The administration reserves the right to require a certificate of insurance naming the New Hanover Township Board of Education as a named additional insured at specified limits.

Fee __________________
PURCHASE ORDER REQUEST FORM

ORDERED BY: ____________________   VENDOR: ____________________

DATE/ORIGINAL SUBMISSION: ______   ADDRESS: ____________________

DEPARTMENT: ____________________   ____________________, ZIP ______

ACCOUNT #: ____________________   PHONE #: ____________________   FAX#: ____________________

* Minimum of 30 days advance notice for processing. If ordering from catalog, please submit catalog as well. If ordering from a website, documentation from the website should be included.

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PRINCIPAL: ____________________

BUSINESS ADMINISTRATOR: ____________________