

**Administrative Guidelines  
Acceptance of Public Gifts  
Wrightstown Community School District**

**Process Steps**

1. Approach District Administration to clarify and outline gift / project
2. Seek Board approval to initiate project
3. Provide formal Board updates at least once per quarter
4. Provide informal Board updates monthly
5. Seek final approval and Board resolution
  - a. Recommendation to work with Administration and Facilities Committee to ensure all requirements are met prior to presenting to full Board
6. Specifics of each step will be modified as appropriate for each individual situation

**Requirements for Final Approval**

1. Is the proposed gift consistent with the **long term facilities vision**?
2. Is there a **detailed project plan**?
  - a. Detailed project description and scope
    - i. What will be impacted, where and how?
    - ii. What else will be impacted that is outside of the scope of project?
  - b. Detailed capital cost estimate
    - i. Needs to include a contingency line item, amount (%) varies by project but typically 15-20% minimum
    - ii. If the project extends over many years, this should be updated annually
  - c. Project Funding Plan
    - i. Sufficient funds must be available to cover the capital estimate, including contingency.
  - d. Project Execution Plan
    - i. Begin/end dates for construction, how long will it last, etc.
    - ii. Define other logistics needed and any disruption to normal district routines.
    - iii. Definition of who will coordinate execution of the plan (who's the project manager)?
  - e. Operating Cost Estimate
    - i. Maintenance costs
    - ii. Any other costs
3. Are sufficient capital funds available to proceed (including contingency)?
4. Is the operating cost of the proposed improvement within District budget plans?