



Wharton INDEPENDENT SCHOOL DISTRICT

WHARTON, TEXAS

OFFICE OF DEPUTY SUPERINTENDENT, RANDALL S. MEYER

CHIEF FINANCIAL OFFICER / CHIEF HUMAN RESOURCES OFFICER

2100 N. Fulton St.
Wharton, Texas 77488

979-532-6200 (Phone)
979-532-6228 (Fax)

To: Wharton ISD Employees

From: Randy Meyer, Deputy Superintendent

Date: February 1, 2018

RE: Guidelines: Employees seeking any donation benefiting Wharton ISD students / campus / district

We are surrounded by very generous people and organizations who would like to donate to our schools, teachers, and individual classrooms / programs. Teachers may be using Donors Choose or other online venues to seek requests. Employees may also be asking for donations from community organizations or businesses.

Wharton ISD welcomes these donations to support our students. Wharton ISD appreciates the efforts of our faculty and staff to help share the needs of our campuses and students.

Here are the guidelines that need to be followed **prior** to requesting donations:

1. Submit your request to your campus principal / director first for approval. [See Donations Request Form available on the website.]
2. Your campus principal will submit the request to the District administration for the following considerations:
 - a. Technology Department Approval – Are technology-related items compatible with District technology infrastructure and service platforms?
 - b. Curriculum Department Approval – Do instructional-related items meet the instructional standards and focus of Wharton ISD?
 - c. Operations Department Approval – Do donated items require ongoing maintenance support to install, build, assemble, or maintain?
 - d. Business Department Approval – Do donated items require ongoing or annual financial support (matching funds, fees, annual subscriptions, etc.)? Do the items require inventory documentation for insurance purposes?

As soon as District Administration receives the approved request from your Campus Principal / Director, the District Administration will process the approval pathway within 5 business days. The Campus Principal / Director will receive the approval form to return to the requestor with authorization to move forward.

Note: All donated items become the property of the Wharton Independent School District.

Preparing Today for a Competitive Tomorrow

whartonisd.net