

Carroll County Public Schools
125 North Court Street · Westminster · Maryland 21157
Non-Employee Gift/Incentive/Reward Verification

Purpose of Form:

This form is to be used to document the distribution of any gift (gift card or gift item), incentive or reward purchased with CCPS funds or school funds for distribution to a non-employee (student and/or parent/community volunteer).

Instructions:

- Section 1 should be completed and signed by the CCPS staff person who distributes the gift/incentive/reward.
- Section 2 should be completed and signed by the recipient of the gift/incentive/reward. This can be a student, parent of community member.
- Section 3 should be completed by the principal or department head who approved the distribution of the gift/incentive/reward.

Section 1: CCPS staff authorizing distribution of gift/incentive/reward

Name: _____
Signature: _____
Date: _____

Incentive Provided (Type, i.e. gift card or item description, and dollar amount)

Type: _____
Dollar Amount: \$ _____

Section 2: Recipient

Name: _____
 Student Parent or Community Volunteer
Signature: _____
Date: _____

Section 3: Approval

Principal or Supervisor

Name: _____
Signature: _____
Date: _____