

# Donations to School/District

Board Services Form No. 10



Please submit all forms to the Superintendent's Office. Letters of appreciation will be sent to the donors by the Superintendent's Office after Governing Board approval is obtained.

## DONATION INFORMATION

Date: \_\_\_\_\_

School/Department to Receive Donation: \_\_\_\_\_

Dollar Amount or Description of Donation: \_\_\_\_\_

Approximate Value of Gift(s): \_\_\_\_\_

Donor's Requested Use of Donation  
(i.e. specific site, program or class) \_\_\_\_\_

## DONOR CONTACT INFORMATION

Donor Name(s): \_\_\_\_\_

Donor Mailing Address: \_\_\_\_\_

Donor Signature (if available): \_\_\_\_\_

### INTERNAL USE

1. If the item(s) requires maintenance, maintenance personnel have verified that maintenance services can be provided by the District.

Yes No N/A

2. If playground equipment is being donated, maintenance personnel have verified that it meets safety standards.

Yes No N/A

3. If equipment with a serial number is being donated, it has been sent to the warehouse to be added to inventory.

Yes No N/A

4. School/District personnel have verified that said materials will be utilized.

Yes No N/A

### APPROVAL SIGNATURES

School Site Principal/District Administrator: \_\_\_\_\_

Director, Educational Services \_\_\_\_\_