

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 _____