



Gift/Donation Request Form

GENERAL INFORMATION:

- Organization/group/individual donating gift: _____
- What school program will this gift enhance? _____
- What school official did you discuss this gift with? _____
- Type of Gift: Check Gift In-Kind
 - What will money be used for: _____
 - Dollar value & gift description: _____
 - If change to building, has the Facility Committee approved? Yes No

INSTALLATION:

- Does the gift require installation? Yes No (If no, please jump to the next section)
- If the gift requires installation, is the installation cost included in the gift? Yes No
- If the gift requires installation:
 - Please list the installation requirements and the cost (if the cost is in addition to the value of the gift)

- Please list the installation cost (if the cost is in addition to the value of the gift):

ADDITIONAL COSTS:

- Are there reoccurring costs? Yes No If yes, please explain: _____
- Will there be a maintenance contract cost? Yes No If yes, please explain: _____
- Will there be training costs? Yes No If yes, please explain: _____

Please print out the form, attach the check (if monetary donation) and give everything to the school main office for the school principal's signature. Once signed, the main office will forward everything to the Superintendent's office for approval.

Below for Administrative Use Only

Approved

Not Approved

Principal's Signature

Date

Superintendent's Signature

Date