

**PUBLIC INFORMATION PROGRAM
FUNDRAISING ACTIVITIES
POLICY EXHIBIT 1**

GF1

Donation, Contribution, or Sponsorship Form

Donation, Contribution, or Sponsorship Form

This form must be completed, signed, and turned in for all such occurrences greater than \$250.

To be filled out by donor, contributor, or sponsor:

1. Date of donation: _____ (Must be prior to donation or initiation of construction.)

2. I am making this donation as (select one and fill in the legal name):
 - An IndividualLegal name: _____
 - An officer of a business Legal business name: _____
 - An officer of a booster club with a tax id # Legal club name: _____
 For any of the above, if you wish this signed form to serve as a receipt from the authorized recipient for your own tax purposes, please provide the associated SSN, EIN, or TAX ID#: _____
 - A representative of an informal group (not eligible for tax receipt)..... Name: _____
 - Other (please describe) (not eligible for tax receipt)..... _____

3. Type of donation:
 - Cash, coin, check Dollar amount: _____
 - Supplies, equipment, property, etc..... Estimated value: _____
 - Volunteer time Estimated worth: _____

4. Detailed description of what is being donated: _____

5. Program, school, department, class, or activity, if any, to which you restrict use of your donation. Restricted funds will be used only for the named restriction: (Donations may not be restricted to use for an individual employee.)

6. Representation: (Mark and sign appropriate one.)
 - Monetary or property donor:
I hereby certify that I hold legal title to the funds/property being donated, that I am authorized to make such donation, and hereby transfer full title of the funds/property being donated to the Tintic School District.

 Signature: _____

 - Volunteer:
I hereby certify that I willingly donate my time and that I will not be compensated for my donated time by any source and that if I am given significant unsupervised access to a student in connection with my volunteer assignment, I must also obtain a volunteer form from the principal and complete it and submit it to Human Resources and be finger-printed.

 Signature: _____

To be filled out by district/school recipient:

Authorizer per District's donation policy:	Received by District's foundation/business administrator:
Name: _____	Name: _____
Title: _____	Title: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
	Tax receipt number: _____

Distribution Original to Accounting Copy to Donor Copy for School/Department