

“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):
 - G An Individual Legal name: _____
 - G An officer of a business Legal business name: _____
 - G 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#: _____
 - G A representative of an informal group (not eligible for tax receipt)..... Name: _____
 - G Other (please describe) (not eligible for tax receipt)..... _____
3. Type of donation:
 - G Cash, coin, check Dollar amount: _____
 - G Supplies, equipment, property, etc..... Estimated value: _____
 - G 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.)
 - G 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 _____ School District.

Signature: _____
 - G 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