

840 - PUBLIC GIFTS TO THE SCHOOLS

EXHIBIT

Donation (Cash/Property) to the School District of Auburndale

Completion of this form is required prior to the District's consideration of proposed donation to the School District of Auburndale. This form is to be completed in its entirety and submitted to the building principal/assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. Donations valued in excess of \$2,500 must be approved by the Board of Education.

Date Form Completed: _____

Organization/Individual Making Donation: _____

Address: _____

(Street)

(City, State, Zip)

Daytime Phone # _____

Description of Donation/Gift: _____ Approximate Value: _____

Explain how this gift will be used: _____

If Monetary, explain how the funds will be used: _____

Recipient(s) of Donation (school, athletic program, music/arts program, etc.)

Acknowledgments (optional):

In honor of: _____

In memory of: _____

Acknowledgment contact: _____

Acknowledgment address: _____

This request cannot be acted upon before the building Principal, Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name of the person with whom you consulted.

Signature of Person Consulted: _____

Are there conditions of use attached to this gift (circle one): Yes No

If yes, please explain: _____

Are there costs associated? Examples: installation, site preparation, labor, or equipment needed for installation? (circle one) Yes No Approximate value of additional costs: _____

If yes, who is responsible for the costs? _____

What is the annual maintenance cost of the donation, if any (be specific) _____

Are there any additional costs to the School District not indicated above? (be specific)

Signature of Donor

For District Use Only

Accepted by Superintendent: _____

Date: _____

Accepted by Board of Education: _____

Date: _____

Cross References: Policy 840 Public Gifts to the School

Approved: September 20, 2023