

**“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: _____	