



## Donations and/or Gifts

*(solicited donations must be approved prior to contacting Donors)*

Student Group/Employee receiving donation: \_\_\_\_\_

Sponsor: \_\_\_\_\_

**Donor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Donated *items*:**

List item(s) donated: \_\_\_\_\_

Value of donated items: \_\_\_\_\_

How will these items be used? \_\_\_\_\_

**Donated *Monetary amount*:**

How much was donated: \$ \_\_\_\_\_

Intended use of monetary donation: \_\_\_\_\_

How will the funds be used? \_\_\_\_\_

Is this donation expressly made conditional upon the District's use for a specified purpose? If yes, please explain: \_\_\_\_\_

Reviewed by:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date:

Approved (per CDC(LOCAL)-A):

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date:

If conditional, board approval is required: Board Approved date: \_\_\_\_/\_\_\_\_/\_\_\_\_