

DONATIONS FORM

(monetary / goods / services / grants)

All donations/gifts/grants, whether monetary or goods/services, must be recognized and accepted by the School Board.

All cash/check donations must be submitted to the District Office as soon as they are received.

Attach any pertinent documentation / correspondence.
(i.e. grant application/award letter, donation request letter/email, info provided by donor, etc.)

Donor Name _____

Donor Mailing Address _____

Does the Donor wish to remain anonymous? Yes / No (circle one)

(If yes, the donation will be recognized by the School Board as such but an acknowledgement letter will still be sent.)

Grant / Donation (circle one)

Item(s) / Amount Donated _____

(no value can be assigned to donations of goods or services)

Check / Cash
(circle one)

Check # _____

Check Date _____

Designated Use / Purpose _____

Additional information _____

Submitted by (staff name)

Date _____

Once accepted by the School Board, acknowledgements will be sent to the donors.

PLEASE NOTE: Thank yous from those receiving the donations are encouraged; however, no receipts may be provided and no value can be assigned to donations of goods or services.