

# CRESTWOOD LOCAL SCHOOLS DONATION FORM

**DIRECTIONS:** Part I is to be completed by the chairperson of the organization or the person desiring to make a donation to the Crestwood Local Schools. Upon receiving the appropriate approvals, the donation will be presented to the Board of Education for final approval. Part II is to be filled out by the building principal or supervisor and Part III will be completed by the Treasurer. Once Part I and Part II have been completed, forward this form to the Treasurer for inclusion on the next Board of Education meeting agenda.

## PART I – INFORMATIONAL

This section is to be completed by the person making the donation.

Donor's Name \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

Proposed items or services to be donated: \_\_\_\_\_

\_\_\_\_\_

Approximate Value for IRS purposes: \$ \_\_\_\_\_

School, Program, or Course where donation is expected to be used:

\_\_\_\_\_

\_\_\_\_\_

Will the donation require any additional operating expense?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Will the donation require special equipment, delivery or operations?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**PART II – INITIAL APPROVAL**

Is the donation in Part I recommended to the Board of Education for approval?

\_\_\_\_\_ Yes \_\_\_\_\_ No

With any necessary modification as noted: \_\_\_\_\_ Yes \_\_\_\_\_ No

Principal or Supervisor Signature: \_\_\_\_\_

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

**PART III – FINAL APPROVAL AND NOTIFICATION**

Date of Board Meeting: \_\_\_\_\_ Board Approval? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Notification to Donor: \_\_\_\_\_

Signature of Treasurer: \_\_\_\_\_