



DONATION ACCEPTANCE (\$1000 +) SUMMARY TO SCHOOL BOARD

Date Submitted: _____ **School:** _____

Lead Staff: _____

Preferred Board Date: _____

Deadline to submit is one week prior to preferred board date. If blank, it will be at next regular board meeting.

Contributor and/or Business Name: _____

Description of item(s) donated: _____

Identified use (include school, grade level, program, club if known): _____

Amount of cash donation or estimated value of item donated: _____

Background/Other Information*: _____

Attachments (if any): _____

**Whenever possible, please include the “why” behind the donation if known – business owner has child at school, community contribution/support, parent involved in PTO, students appealed to community at large. Anything that will help the board understand why the person/company chose you and the named program/department.*