

# Donation/Contribution/Sponsorship/Volunteer Form

This form must be completed, signed, and turned in for all such occurrences.



## To be filled out by donor, contributor, sponsor, or volunteer:

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):
  - An individual..... Legal name: \_\_\_\_\_
  - An officer of a business..... Legal business name: \_\_\_\_\_
  - 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 #: \_\_\_\_\_
  - A representative of an informal group (not eligible for tax receipt)..... Name: \_\_\_\_\_
  - Other (please describe) (not eligible for tax receipt)..... \_\_\_\_\_
3. Type of donation:  Cash, coin, check..... Dollar amount: \_\_\_\_\_
  - Supplies, equipment, property, etc... Estimated value: \_\_\_\_\_
  - 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.)
  - 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 Granite School District.** Signature: \_\_\_\_\_
  - 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 understood and filled out by district/school recipient:

- ✓ Donations/contributions/sponsorships/volunteering may only be accepted by a school principal, central office director, member of the superintendency, member of the board of education, or other employee as authorized in writing by such.
- ✓ Donations/contributions/sponsorships may be accepted in the form of cash, supplies, equipment, property, or in-kind items and/or time. (They may not be accepted in the form of a gift card.)
- ✓ Donations/contributions/sponsorships/volunteering that obligate the district or school to any contract, debt, or other relationship with a third party shall not be accepted.
- ✓ Donor placed restrictions are required to be honored by the district/school to the extent they don't violate any law, district policy, or district procedure.
- ✓ All donated funds or items become the property of the district at the time of donation.

On behalf of Granite School District, I gratefully accept this donation and acknowledge the named donor(s) herein as an appreciated contributor to the education of our students. Thank you!

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature