



Gifts and Donations to the Sun Prairie Area School District

_____ hereby gives to _____
Name of Individual/Organization Name of School

Select one:

a monetary donation in the amount of \$ _____ intended for the specific purpose of (attach additional sheets as necessary):

equipment or property estimated to have a value of \$ _____
Description of the equipment or property (attach additional sheets as necessary):

Does this contribution endorse or advertise a business or product? No Yes

- If yes, please explain or describe in what way(s) (attach additional sheets as necessary):

It is understood by the donor and the District that:

- The donation will be used for its intended purpose as proposed by the donor.
- Equipment or property obtained as a result of this donation becomes the exclusive property of the District. The District agrees to maintain the above-described property at the described location for a period of not less than three years from date of donation unless maintenance or use becomes not cost effective.
- In return for ownership of property obtained by this donation, the District assumes complete responsibility and liability for maintenance, storage, care, and utilization of the property.
- The donor and the administrator have reviewed Policy KH and Procedure KH-R and procedures on the reverse of this form have been followed.
- The monetary value of the donation is determined solely by the donor.

Hereby offered by:

Donor Printed Name and Title (if representing an organization) Signature

Address Phone Date

Principal or Athletics and Activities Director Signature (required) Date

Assistant Superintendent of Teaching, Learning & Equity (if needed) Date

Director of Digital Media, Innovation & Strategy (if needed) Date

Director of Facilities and Grounds (if needed) Date Director of Student Services (if needed) Date

School Board consideration (if necessary, see reverse) on _____ Disapproved Approved
Date

Director of Business and Finance Signature Date



Procedures: Donations to the School District

1. The potential donor will meet with the building principal (for specific school donations) or appropriate district administrative staff (for district-wide donations) and discuss the plan. It is recommended that this step occur before any fundraising efforts begin.
2. The principal/administrator will confer, *if necessary*, with the appropriate district administrator(s) associated with the specifics of the proposed plan, for example:
 - Director of Facilities and Grounds (for playground equipment or field changes)
 - Athletics and Activities Director (for field changes, equipment for teams, etc.)
 - Director of Digital Media, Innovation & Strategy (for computers/technology)
 - Assistant Superintendent of Teaching, Learning & Equity (for instructional materials/resources, programming, and/or field trips)
 - Director of Student Services (for at-risk programming or pupil services donations)

It is the principal's/administrator's responsibility to ensure that the donation complies with District Policy KH, *Public Gifts and Donations to the School District*, and the associated Procedure KH-R.

3. The principal/administrator will respond to person(s) wishing to make the donation.
4. The donor(s) will fully complete form KH-F (reverse) and submit to principal/administrator.
5. The principal/administrator will submit the completed form KH-F to the Director of Business and Finance for approval or placement on Board meeting agenda (*other letters and granting forms may also be used in place of KH-F, if appropriate, and the format meets the legal needs of both parties.*)

School Board approval is required if

- the amount of the donation is greater than \$10,000;
- the donation endorses a business or product;
- the donation begins a new program; or
- the donation requires an ongoing financial commitment to the District (e.g., staffing or future costs);

otherwise, the Director of Business and Finance may approve the donation and inform the Superintendent who will provide recognition to the donor.

6. The signed form indicating approval or disapproval is returned to donor listed on the application with a copy to the principal/administrator.
7. **If approved,**
 - a. funds are **then** submitted by the donor to the Business Office with a copy of signed KH-F form (or similar) attached.
OR
 - b. the donor makes arrangements with the accountable administrator for delivery of equipment or property to the designated school site.
8. The principal/administrator (or Director of Business and Finance in the case of district-wide donations) maintains responsibility for ensuring expenditure of funds in accordance with the donation agreement and will monitor the project to ensure it is completed in a timely fashion, keeping the donor apprised of the progress of the project.