



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 signed form indicating approval or disapproval is returned to donor listed on the application with a copy to the principal/administrator.
6. **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.
7. 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.