

# SCRANTON SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

## 702-AR-1. INTENT TO GIVE GIFT/GRANT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the district in order to support and supplement the district's educational and/or student activities program.

***Anyone seeking donations on behalf of the classroom, school or district must obtain prior approval from the Building Principal and School Level Supervisor to apply for or solicit outside funds.*** This includes: federal, state and private grants; online giving platforms (i.e. *go fund me, donors choose, fondly, etc.*); and solicitation of money from parents, residents or businesses. The purpose of this form is to assist and establish the amount of grants/donations applied for and awarded in the Scranton School District. Please submit this form and the Grant Project Development Worksheet (if applicable) to the Principal for approval. The Principal will forward to the Director of Leadership & Accountability.

**Donor Information:**

Name of the individual for the grant, group or agency: \_\_\_\_\_

Contact person for the grant, group or agency: \_\_\_\_\_

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

**Recipient Information:**

Name of the District Staff /School /Title involved in planning the project:

District Staff: \_\_\_\_\_ School: \_\_\_\_\_ Title: \_\_\_\_\_

District sponsored program, school or grade level to be the recipient of gift/grant/donation: \_\_\_\_\_

Is there a Grant Submission Deadline? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", what is the date of the deadline? \_\_\_\_\_

Name of Grantor (if available): \_\_\_\_\_

Amount of gift, grant, or donation: \_\_\_\_\_ Anticipated Project Start Date (if applicable): \_\_\_\_\_

Brief description of the project and/or purpose of gift, grant, or donation: \_\_\_\_\_

Community Partners involved in planning the project (if any): \_\_\_\_\_

The district will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.

I attest that there are no encumbrances against this gift to the district.

\_\_\_\_\_  
Donor Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Principal Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Director of Leadership & Accountability\_\_\_\_\_  
Date\_\_\_\_\_  
Board President Signature\_\_\_\_\_  
Date