



# Birmingham Community Charter High School

## Donation Acceptance Form

NAME OF DONOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**DESCRIPTION OF THE DONATION:** *(If cash or check, show the exact amount; if other than cash or check, include a detailed description of each item, including serial number, color, etc.)*

\_\_\_\_\_  
\_\_\_\_\_

**DONOR'S ESTIMATE OF VALUE:** \$ \_\_\_\_\_

**PURPOSE OF THE DONATION** If the donation is for a club or organization that is part of a school's ASB, indicate the name of the club or organization and deposit the cash or check into the ASB bank account.

**Retain this form as a record of the donation.**

\_\_\_\_\_  
\_\_\_\_\_

**If the donation is for the school forward the cash or check to the Business Office along with this form.** *Explain below whether the donation is for a specific class or program at a school site or a specific school program.*

\_\_\_\_\_  
\_\_\_\_\_

RECEIVED AT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Please note donations made to the district are sent to Board for approval and letters of appreciation are sent to the donor by the Superintendent's Office. Donations made to ASB must be accepted by the student council. Letters of appreciation should be sent by the ASB.

**PERSON RECEIVING DONATION**

**PRINCIPAL OR DESIGNEE**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date