



For Communications Office use only:

Date received
<input type="checkbox"/> For report only
<input type="checkbox"/> Needs Superintendent approval
<input type="checkbox"/> Needs Board approval

COMMUNITY CONTRIBUTION FORM

Waco ISD Board Policy CDC (LOCAL) – OTHER REVENUES

This form is used for the reporting of gifts and contributions made to Waco ISD. "Gifts" would include cash, checks, sponsorships, in-kind gifts such as tangible items/property, or donated services. As stated in Board Policy CDC (LOCAL), the board delegates to the superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift with a cost or market value of \$50,000 or more, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property shall require Board approval. The fair market value of in-kind gifts should be determined by the donor. Grants should be reported to the Waco ISD Grants Management Department. For information on the difference between "Gifts" and "Grants," please call the Grants Management Department at 254.755.9473.

CAMPUS:	DEPARTMENT/GRADE:
CONTACT PERSON:	PHONE:

DONOR INFORMATION

PLEASE INDICATE:	<input type="checkbox"/> Business or <input type="checkbox"/> Individual		
NAME:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms.	COMPANY:	
ADDRESS:			
CITY/STATE:	ZIP:	PHONE:	

TYPE OF CONTRIBUTION

	Description and/or purpose of gift:	Fair Market Value of Gift:
<input type="checkbox"/> CASH:		\$
<input type="checkbox"/> CHECK:		\$
<input type="checkbox"/> GIFT CARD(S):		\$
<input type="checkbox"/> ITEM(S):		\$
<input type="checkbox"/> SERVICE:		\$
<input type="checkbox"/> SPONSORSHIP:		\$
<input type="checkbox"/> OTHER:		\$

NOTES or MORE INFORMATION (IF NECESSARY)

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GIFT RECEIVED ON CAMPUS BY:

<i>Signature</i>	<i>Name printed</i>	<i>Date</i>

PRINCIPAL/SUPERVISOR'S SIGNATURE:

<i>Signature</i>	<i>Name printed</i>	<i>Date</i>

SUPERINTENDENT'S SIGNATURE / BOARD APPROVAL (IF NECESSARY)

<i>Signature</i>	<i>Name printed</i>	<i>Date</i>

Please complete a Community Contribution Form for each contribution or service received, and send to the Waco ISD Communications Office (3rd floor of the Administration Building) or email to Lara.Robertson@wacoisd.org. For further information, please call 254.755.9517.