

## SCHOOL DISTRICT OF SHOREWOOD

830-Exhibit(2)

### In-Kind Donation Request

Organizations or individuals may have the opportunity to provide an in-kind donation to the District in lieu of facility fees for the utilization of District facilities. Organizations or individuals that wish to donate equipment may receive credit to their account for up to 60% of the cost of the equipment or enhancement of current facilities during that fiscal year or season at the discretion of the District.

Organizations or individuals who wish to explore the possibility of an in-kind donation through volunteer work should contact the Shorewood Recreation and Community Services Department. All requests will be handled on a case by case request. The in-kind donation must benefit the District and must be related to the organizations mission.

The first step in the process is to submit a proposal to the Shorewood Recreation and Community Services Department which includes a quote indicating the vendor, equipment, supply, enhancement and cost. Once received, the Shorewood School District Finance and Facilities Committee will review the proposal and determine if the request is accepted on behalf of the District. If the gift-in-kind donation is \$1,000 or more, the Board of Education must also approve the request.

Depending on the nature of the request, it may require approval by various District departments/staff including, but not limited to, Facilities and Operations, Athletics, Principal, Recreation and Community Services or Superintendent.

The Recreation and Community Services Department will follow through with the applicant throughout the process.

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Please complete the information below, attach any supplemental information or quotes, and submit the materials to the Shorewood Recreation and Community Services Department.



In-Kind Donation Request

Organization \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

In-Kind Donation Description \_\_\_\_\_

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Benefit to District \_\_\_\_\_

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Facility Location of the Donation \_\_\_\_\_

Estimated Donation/Installment Date \_\_\_\_\_

Estimated Cost of the Equipment/Enhancement (Excluding Labor) \_\_\_\_\_

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Estimated Cost to Organization (Excluding Labor) \_\_\_\_\_

Estimated Cost to the School District (Including Labor) \_\_\_\_\_

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Return completed form to the Shorewood Recreation Department.

APPROVED: April 27, 2010

REVISED: March 12, 2013