BRENTWOOD UNION FREE SCHOOL DISTRICT

Donation Request Form

Return signed and completed form to building principal. Approval must be received from the building principal and Superintendent prior to the donation request.

Please Note: *If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.*

Name: _____ **Building:** _____

Select one: **Job Title:** _____

❑ I am making a request for my classroom/school(s).

_____

List applicable school(s), grade level(s), and/or subject area(s)

❑ I am making a request for a club/organization that I supervise as a Board approved advisor.

_____

List applicable school(s) and club/organization

If requesting financial donations, list funding goal:

$ _____ If goal is not reached, what will occur: _____

If requesting items, list specific items being requested:

_____

Indicate specific way in which students will benefit from this donation:

_____

By signing this form, you are verifying you agree to the guidelines outlined in Gifts and Donations Policy 1800 and 1800R in the Board Policy Manual, available on the District website under the Board of Education tab.

_____ _____ _____

Requestor's Signature | Date | Phone Number

OFFICE USE ONLY

Principal's Signature_____ Date

Assistant Superintendent's Signature_____ Date

Superintendent's Signature_____ Date