

**The Somerset Hills School District
Gift, Grant, and Donation Proposal Form**

Policy # 7230 Gifts, Grants, and Donations

This form is to be completed in its entirety and submitted to the appropriate Principal/Administrator for review and approval prior to accepting a gift, grant, or donation. Gifts, grants and donations valued up to \$1,000 may be accepted by a Principal/Administrator. Gifts, grants and donations valued up to \$5,000 may be accepted by the Superintendent. Gifts, grants and donations valued greater than \$5,000 must be accepted by a Board of Education resolution, which includes all gifts/donations of real property.

TO BE COMPLETED BY THE DONOR

Organization/Individual _____

Address _____

Daytime Phone _____ Email _____

Gift, Grant, Donation _____ Value _____

TO BE COMPLETED BY DISTRICT ADMINISTRATOR IN CONSULTATION WITH DONOR

1. Please describe the specific purpose of the gift, grant, or donation, including the class, school/location, and/or program and any other conditions or restrictions on how funds are to be spent.
2. Installation costs, site preparation costs, labor costs, or equipment needed for installation. (Indicate who will pay for these expenses.).
3. Annual maintenance cost or other recurring fees.
4. Additional costs to the school district not indicated above.
5. Other pertinent information, including if this gift or donation is to be a memorial.

TO BE COMPLETED BY SCHOOL DISTRICT: Please check recommendation to accept or decline gift, grant, or donation

_____ Accept _____ Decline _____
Principal's/Administrator's Signature Date

_____ Accept _____ Decline _____
School Business Administrator's Signature Date

_____ Accept _____ Decline _____
Superintendent's/Designee's Signature Date

Board of Education Meeting _____ Accept _____ Decline _____
Date