

# SEAFORD UNION FREE SCHOOL DISTRICT

## FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

Donor Name:

Address:

Listing of item(s) to be donated and value(s). (Cost of replacement new, if possible.)


TOTAL Value:

Method of Appraisal:  
(Where Applicable)

Proposed Date for Delivery at School:

Are there any installation costs? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
(If "yes" please attach statement from Assistant Superintendent of Business.)

Is there any expenditure for maintenance contemplated? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If "yes" estimated Annual Cost: \$ \_\_\_\_\_

Where will donated item be used?

What grade level will use item to be donated?

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Those considering making gifts to the school district should note that the district can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the district will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the district.*

This form is to be filed with the Superintendent of School by the first of the month at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the Board of Education accepting the gift or donation.