Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3303-F Gifts and Donations Form

The Board of Education recognizes and appreciates the generosity and support it receives from individuals, companies, Parent support groups, the community, and other donors ("Donors").

The District is a tax-exempt organization that may receive charitable contributions under Internal Revenue Service (IRS) Code Section 170(c)(1). The District is not a tax-exempt organization under Section 501(c)(3). For additional information on deductions related to a donation ("Donation") or charitable contribution, Donors are encouraged to consult with a tax professional. Donations to the District shall be treated as public funds to be used for a public and educational purpose in accordance with state and federal law. Donors may also donate directly to, Addison Community Schools Foundation. The Foundation is a tax-exempt organization under Section 501(c)(3) (*insert tax-exempt status if applicable)*.

Donor Information

Name of Donor: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

If the Donor is an internal support group operating within the District as described under Policy 3106, please provide the following information, if applicable:

Describe student group or club, activity, or event:

_____

_____

_____

_____

_____

_____

_____

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Donation Information

School building associated with Donation: _____

Insert "district-wide" if not associated with a particular school building.

Please indicate type of Donation and complete the appropriate section that follows.

- ☐ Cash Donation
- ☐ Real Property
- ☐ Personal Property (e.g., equipment, supplies)
- ☐ Other (e.g., services, capital projects, or other construction):

Cash or Monetary Donation:

Amount of Donation: $ _____

Do not attach checks to this Form. The District will provide notification of acceptance or, if unable to accept, notification of the reason for non-acceptance.

Personal Property:

Description of Personal Property: _____

_____

_____

Estimated fair market value: * $ _____

Real Property and Capital Projects:

Description of Real Property: _____

_____

_____

Estimated fair market value: * $ _____

Pursuant to Policy 3303, donations of real property require approval by the Board of Education. The Superintendent or designee will contact Donors desiring to gift real property or complete capital projects for additional documentation as identified in Policy 3303.

Other:

Description: _____

_____

_____

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* For specific information related to valuation, see IRS Publication 561, *Determining the Value of Donated Property*.

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Donation Purpose

Is the gift or donation for a specific purpose? ☐ Yes ☐ No

If yes, please describe the specific purpose (e.g., the District building, event or student club) as well as any other related details:

_____

_____

Is the Donation for the purchase of a gift or an award for recognition (e.g., volunteer services, student achievement, staff appreciation)? ☐ Yes ☐ No

If yes, please describe the purpose: _____

_____

_____

Do any other terms, conditions, or restrictions apply to the Donation? ☐ Yes ☐ No

If yes, please describe: _____

_____

_____

By signing this form, I understand and agree that:
The information provided is complete and accurate to the best of my knowledge and belief. I acknowledge that I have read and understand Board Policy 3303, Gifts and Donations, and understand that accepted Donations become public funds of the District unless a specific exception applies under law. Donor acknowledges that the District shall not be accountable to replace Donations that are lost, destroyed, or become obsolete. I further represent that I am an authorized representative of the Donor.

Signature: _____ Date: _____

Printed Name: _____

Title or Position (if Donor is other than an individual): _____

For Internal Use

☐ Accepted ☐ Not Accepted Date: _____

Signature of Superintendent or Designee: _____

☐ Donor Contacted by: _____
staff member name

Date: _____

If approved by Board, date of Board meeting: _____

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