

DONATION PRE-APPROVAL REQUEST FORM

Thank you for your interest in donating to New Berlin Public Schools. The Board of Education appreciates the generosity of individuals, parent-teacher organizations, booster clubs, businesses, industry, and other community organizations that donate gifts that will enhance and extend the work of schools.

In order to facilitate New Berlin Public School's policy – *Gifts, Grants, Bequests (3280)*, please have the responsible party complete this following short pre-approval form. You may attach additional sheets if necessary.

MONETARY CONTRIBUTIONS

Donor:

Amount of Donation:

Proposed Use of Funds:

NON-MONETARY CONTRIBUTIONS

Donor:

Description of Item(s):

Please attach any pictures, specifications, or other information about the product(s) to be donated. Donated items must be in working order. Any items requiring repair must be inspected and evaluated by the district before any donation can be approved.

If your item requires installation by a third party, you must supply the name of the installer, and a certificate of insurance naming New Berlin Public Schools as an additional insured.

Signature of Donating Party

Date

Printed Name of Donating Party

Contact Phone #

For Office Use (Route to Building Principal):

- Approved
 Not Approved
 For Board Review
Initial: _____

Signature: _____

Date: _____