

DONATIONS TO DISTRICT

For items to be approved by Board of Education

PLEASE EMAIL COMPLETED FORM TO BUILDING PRINCIPAL, IF THE RECEIPT IS A SPECIFIC-SCHOOL. FOR DONATIONS TO THE DISTRICT, PLEASE EMAIL TO ccsdrequests@ccsd.edu.

CONTACT PERSON & EMAIL ADDRESS:

NAME OF DONOR:

SCHOOL:

Is this a cash donation? Yes No

Describe item/service to be donated. You can provide any additional documents or use additional space to describe the donation.

Are there any costs to the district associated with this donation, i.e. Installation, maintenance, electric, water, etc? If so, please describe.

Amount of cash/check or value of donated item:

Budget code to be used (if known):

Have other District employees (eg. Buildings & Grounds, Instructional Technology, Health Services) been consulted regarding this donation? Who?

Other comments:

- All donations must be approved by the CCSD Board of Education.
- Additional information may be requested to evaluate this request.
- Confirmation that your request will appear on the agenda will be emailed to you.

- Cash donations should be forwarded to Business Office at Chestnut Grove Care of Vera Frangione.
- Checks should be payable to **Clarkstown Central School District**, regardless of which school will receive the proceeds.

Approvals:

Building Principal:*

District Review Committee:

(J. LaNave, A. Valenti, S. Sherlock, R. Hernandez, M. Sullivan and as needed)

Superintendent:

BOE Meeting Date:

*Upon approval, please email to ccsdrequests@ccsd.edu.