

*LEVITTOWN UNION FREE SCHOOL DISTRICT*  
*"Success for Every Student"*

FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

Donor: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\* \* \* \* \*

Listing of item(s) to be donated.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Date for Delivery at School: \_\_\_\_\_

Are there any installation costs? \_\_\_\_\_  
Yes No

(If "Yes", please attach statement from Assistant Superintendent for Business.)

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

If "Yes", estimated annual cost: \$ \_\_\_\_\_

Where will donated item be used? \_\_\_\_\_  
\_\_\_\_\_

What grade level(s) will use item(s) to be donated? \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Director

Dated: \_\_\_\_\_

*Those considering making gifts to the school district should note that the district does not place a monetary value on donated items. 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 Schools 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.