

SCHOOL DISTRICT OF JEFFERSON
JEFFERSON, WISCONSIN

INSTRUCTIONS: The building principal should complete, sign and submit this form to the Superintendent of Schools when a donation is to be considered for Board of Education action as per Board Policy DFC.

TO: Mark Rollefson, Superintendent

RE: **Donation(s)**

DATE:

INFORMATION BELOW MUST BE COMPLETED PRIOR TO SUBMISSION TO SUPERINTENDENT:

NAME OF DONOR: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

**NAME OF CONTACT
PERSON FOR A DONATION
PHOTO:** _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

DESCRIPTION OF DONATED ITEM(S)

VALUE

Please respond to the following:

1. If the above is a monetary donation, please indicate when a check will be sent to the District Office:
2. Will a purchase request and/or capital outlay form(s) need to be generated? If yes, please attach the appropriate forms to the donation form.

SIGNED: _____
Building Principal

DATE: _____

(DISTRICT OFFICE USE ONLY)

SUPERINTENDENT'S APPROVAL: _____ DATE _____

DATE OF BOARD MEETING: _____

DAILY UNION PHOTO QUALIFICATIONS: ___ Business (\$500+) ___ Non-Profit/Civic (\$250+) ___ Youth/School Group (\$50+)

PICTURE CONTACTS: ___ Donor ___ Daily Jefferson County Union ___ Board Representative