



Donation (Cash / Property) to Las Vegas City Schools

Completion of this form is required prior to the district's consideration of a proposed donation to Las Vegas City Schools. This form is to be completed in its entirety and submitted to the building Principal/Assistant Principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds.

Date Form Completed: _____

Organization / Individual Making Donation: _____

Address: _____

(Street)

(City, State Zip)

Daytime Phone # _____

Description of Donation: _____ Approximate Value: _____

Explain how this will be used? _____

Monetary Donation: Explain how the funds will be used: _____

Recipient(s) of Donation (school, athletics program, etc.): _____

Acknowledgments: (optional)

In honor of: _____

In memory of: _____

Acknowledgement Contact: _____

Acknowledgement Address: _____

***This request cannot be acted upon before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this donation. Please provide the name of the person with whom you consulted.**

Signature of Person Consulted: _____

Are there conditions of use attached to the donation: Yes _____ No _____

If yes, please explain conditions: _____

Are there installation costs, site preparation costs, labor costs, or equipment need for installation, etc.? _____

If yes, who will be responsible for the costs? _____

What is the annual maintenance cost of the donation if any? (be specific) _____

Are there additional costs to the school district not indicated above? (be specific) _____

Signature of Donor

Date

FOR LVCS CENTRAL OFFICE USE ONLY

Accepted by Superintendent: _____

Signature

Date

Accepted by Board of Education: _____

Signature

Date