



## WSD ASB: Donation Agreement Form

Building: WHS | WJH | MES | SME | MSSE

Today's Date:     /     /

- ☐ From Booster Clubs
- ☐ From PTA's
- ☐ From External Parties and Individuals

\_\_\_\_\_ hereby donates to:

ASB Club / Sports Program Name: \_\_\_\_\_

Account #: \_\_\_\_\_

☐ Funds Totaling: \$ \_\_\_\_\_

☐ In-kind gifts (*equipment or materials*) with an estimated value of \$ \_\_\_\_\_

Description of equipment or materials: \_\_\_\_\_

Requested purpose and use of donation: \_\_\_\_\_

Plan for disbursement of unspent/residual funds: \_\_\_\_\_

**Note:** *The district will make reasonable efforts to accommodate the intended purpose of this donation but reserves the right to utilize, relocate, and/or dispose of the donation as the district deems appropriate. All donations to the district become the property of the district.*

*The school principal or designee shall provide appropriate financial records of transactions involving the disposal or sale of this donation to the donor(s) upon request.*

**For individuals making donations:** The district's tax ID # is 600-203-538. Under IRS guidelines, only the amount of your contribution that exceeds the amount of the goods or services provided to you is tax-deductible as a charitable donation. Please retain this document for your tax records and consult your tax advisor if you have any questions.

Signature and Print (of Owner / Donor)

Date