

# DONATION PROJECT PLAN

## REQUEST TO PURCHASE/DONATE ITEM FOR MCGRAW CENTRAL SCHOOL

Prior to purchasing or making a request to donate an item to the McGraw Central School District, the following steps must be taken:

1. Meet with the building principal to discuss the donation
2. If the item will require:
  - a. any assistance from the maintenance staff, the group/individual is to meet with the Superintendent of Building and Grounds to review the Project Plan
  - b. any assistance from the Technology Coordinator, the group/individual is to meet with him/her to review the Project Plan
3. Submit the completed Project Plan to the Superintendent or Designee

DATE \_\_\_\_\_  
 NAME OF GROUP/INDIVIDUAL \_\_\_\_\_  
 ITEM TO PURCHASE/DONATE \_\_\_\_\_  
 ANTICIPATED DATE OF DONATION \_\_\_\_\_

- A. **TERMS OF ITEM:**
1. Purpose of the gift/donation \_\_\_\_\_
  2. Beneficiary or beneficiaries, if any \_\_\_\_\_
  3. Conditions or restrictions that may apply \_\_\_\_\_

- B. **REQUIREMENTS FOR USE OF ITEM INCLUDING:**
- WHO IS RESPONSIBLE TO SEE THAT IT IS DONE
  - ESTIMATED COST

1. INSTALLATION REQUIREMENT(S)
2. SET UP REQUIREMENTS
3. MAINTENANCE REQUIREMENTS
4. ONGOING COST REQUIREMENTS

Signature of MCDS Staff Member	Date
Building Principal:	
Superintendent of Building and Grounds:	
Technology Coordinator:	
Superintendent or Designee:	