

# 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 DONOR(S): \_\_\_\_\_

MAILING NAME & ADDRESS for ACKNOWLEDGEMENT: \_\_\_\_\_

FUNDS (CASH/CHECK/CERTIFICATE) AMOUNT OF DONATION: \_\_\_\_\_

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 REQUIREMENTS:

2. SET UP REQUIREMENTS:

3. MAINTENANCE REQUIREMENTS:

4. ONGOING COST REQUIREMENTS:

Signature of MCDS Staff Members

Date

Building Principal:	
Superintendent of Building and Grounds:	
Technology Coordinator:	
Superintendent or Designee:	