

# Donation / Contribution / Sponsorship Form

*For donations, contributions, or sponsorships made directly to CCSD or a school*

**To be filled out by donor, contributor, or sponsor:**

1. Date of donation: \_\_\_\_\_ (Must be prior to donation)
2. I am making this donation as (select one and fill in the legal name):
  - An individual..... Legal name: \_\_\_\_\_
  - An officer of a business..... Legal business name: \_\_\_\_\_
  - An officer of a booster club with a tax id #..... Legal club name: \_\_\_\_\_

For any of the above, if you wish this signed form to serve as a receipt for your own tax purposes, please provide the associated tax # (Circle one option and provide the #): SSN / EIN / Tax ID #    Number: \_\_\_\_\_

  - A representative of an informal group (not eligible for tax receipt)..... Name: \_\_\_\_\_
  - Other (please describe) (not eligible for tax receipt)..... \_\_\_\_\_
3. Type of donation:  Cash, coin, check..... Dollar amount: \_\_\_\_\_  
 Supplies, equipment, property, etc... Estimated value: \_\_\_\_\_
4. Detailed description of what is being donated: \_\_\_\_\_  
 \_\_\_\_\_
5. Program, school, department, class, or activity, if any, to which you restrict use of your donation. Restricted funds will be used only for the named restriction: **(Donations may not be restricted to use for an individual employee.)**  
 \_\_\_\_\_
6. Representation:  
 Monetary or property donor: **I hereby certify that I hold legal title to the funds/property being donated, that I am authorized to make such donation, and hereby transfer full title of the funds/property being donated to CCSD.**  
 Signature of donor, contributor, or sponsor: \_\_\_\_\_



Cache Education Foundation

The Cache County School District encourages large donations to be made through the Cache Education Foundation (CEF). CEF can provide official donation receipts for tax purposes. More information is available at [cefut.org](http://cefut.org) or by contacting CEF at (435) 755-2022 or [cef@netwasatch.com](mailto:cef@netwasatch.com).

**To be understood and filled out by district/school recipient:**

- ✓ Donations / contributions / sponsorships may only be accepted by a school administrator, financial secretary, member of the superintendency, or other employee as authorized by such.
- ✓ Donations / contributions / sponsorships may be accepted in the form of cash, supplies, equipment, property, or in-kind items and/or time. (They may not be accepted in the form of a gift card.)
- ✓ Donations / contributions / sponsorships that obligate the district or school to any contract, debt, or other relationship with a third party shall not be accepted.
- ✓ Donor placed restrictions are required to be honored by the district / school to the extent they don't violate any law, district policy, or district procedure.
- ✓ All donated funds or items become public property of the district at the time of donation.

On behalf of Cache County School District, I gratefully accept this donation and acknowledge the named donor(s) herein as an appreciated contributor to the education of our students. Thank you!

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature