

# RIDGEWOOD PUBLIC SCHOOLS

## GIFT/DONATION REQUEST FORM

1. Organization/group/individual donating gift \_\_\_\_\_

2. Type of gift (please include the dollar value of the gift) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. Does the gift include/require installation? \_\_\_ Yes \_\_\_ No (if yes, please complete #3)

b. Is the installation cost included in the cost of the gift? \_\_\_\_\_ Yes \_\_\_ No

3. Installation requirements (please include cost of installation if it is above and beyond the cost of the gift).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. Who is responsible for the additional cost? \_\_\_\_\_

b. Who will install the gift? \_\_\_\_\_

4. Are there continued/recurring costs? \_\_\_\_\_

a. Will there be a Maintenance Contract cost? \_\_\_ Yes \_\_\_ No If yes, please indicate amount & specifics \_\_\_\_\_

b. Will there be training costs? \_\_\_ Yes \_\_\_ No If yes, please indicate amount & specifics \_\_\_\_\_

c. Will there be a cost for additional materials? ? \_\_\_ Yes \_\_\_ No If yes, please indicate amount & specifics \_\_\_\_\_

5. What school official did you discuss this gift with? \_\_\_\_\_

6. What school program will this gift enhance? \_\_\_\_\_  
\_\_\_\_\_

7. Has the Facility Committee approved this change to the building( If applicable) Yes or No

Approved       Not Approved

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature Date

\_\_\_\_\_  
Board Member Approval

\_\_\_\_\_  
Date