

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