



## **Donation to Cornwall Schools**

All unsolicited gifts or donations must be approved by the Board of Education as stated in  
*Policy 1800 - Gifts from the Public*

<b>Donor Information</b> (this information will be used to send a thank you letter from the district after approved by BOE)
Donor Name and/or Company:
Contact Name: (if company)
Donor Address:
Donor Telephone Number:

<b>CCSD Employee Information</b>
Name of Employee Coordinating the Donation:
Building:

Donation Type	
<b>Cash</b> Amount:	<b>Non-Cash</b> Item(s):

**Describe the donation in detail and how it will be used:** (the information you provide below will be included on the BOE agenda so the Board of Education is aware of exactly what is being donated and how it will be used. The Board will also publicly thank the donor using this information.)

FOR OFFICE USE ONLY		
Date on BOE Agenda:	Thank you letter Sent:	Pick-up required?