



Kent School District
12033 SE 256th Street, A-600
Kent, WA 98030

Gift, Donation, Memorial Agreement

Any gift, or donation to the District, School or Department of money, materials or equipment two hundred and fifty dollars (**\$500.00**) or more or value equivalent to \$500.00 or more will be subject to Board of Directors acceptance before the gift or donation can be used or expended. All gifts and/or donations intended for the establishment of a memorial will be subject to Board of Directors acceptance before the memorial can be established.

_____ hereby gives to Kent School District/ _____
(Donor) (School or Department)

The intended purpose of this donation is:

CASH DONATION of \$ _____

Any funds unspent after this purchase may be used for:

EQUIPMENT or MATERIALS DONATION – Total Value of \$ _____. Please list on reverse side or attach a list showing each item donated.

MEMORIAL – Total Value of \$ _____. The intended purpose for establishing this memorial is for:

_____ The Kent School District will make reasonable efforts to accommodate the intended purpose of this donation but reserves the right to utilize, relocate and/or dispose of the donated items(s) without obligation as specified in Board Policy No 6114.

The Kent School District further agrees to hold harmless and defend the donor(s) of these items in the event of legal action arising from the use of the donated items.

The principal or other appropriate school district administrator shall provide appropriate financial records of transactions involving this donation to the donor(s) upon request.

All gifts or donations for establishing memorial trusts in order to provide scholarships to Kent School District student shall follow the District's procedures prescribed in the district policy procedure 6114P Gifts/Donations and Memorials. All criteria for selecting scholarship recipients must be clearly specified in the Kent School District's Gift, Donation, Memorial Agreement for the Kent School District Board of Directors acceptance.

_____ Donor _____ Date

_____ Kent School District Administrator _____ Date

_____ Chief Accountability Officer _____ Date

Kent School District does not discriminate in programs, activities, admissions, access, treatment, or employment on the basis of sex, race, creed, religion, color, nation origin, including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Board of Director's Acceptance of Donation or Memorial: Yes / No Date: _____

POLICY 6114 GIFTS AND DONATIONS CHECK LIST
(All gifts and donations become property of the Kent School District)

- Verify gift/donation/memorial meets board policy requirements.
- Confirm that no commitment must be made by a district employee or other individuals in return for any gift or donation to the district, school, or department without the Board's authorization.
- If needed have quotes, bids and/or collaboration with other district departments such as Purchasing, Risk Management, Finance or Maintenance been completed.
- Agreement has been signed by Donor and KSD Administrator.
- If value is \$500.00 or more the Gift/Donation & Memorial Agreement has been sent to the Finance department for submittal to the board for approval.
- Copy of signed Gift/Donation & Memorial Agreement given to Donor.
- Copies of receipts/invoices are distributed to donor(s), if required, and kept on file at building/department.