

GIFT ACCEPTANCE FORM

(All Gifts must be approved by the Superintendent of Schools)

Date: _____ School: **Vinal Tech** Prepared by: **David Cruickshank**

Donor: (name, or title of organization, and address)

Description of Gift: **Monetary donation**

Value: \$ _____

Purpose of Gift: **Purchase of supporting materials for the CJPS Trade Shop**

Indicate How and Where gift will be utilized: **For the development and operation of the CJPS Trade program at Vinal Tech**

Is an inventory tag required? (See State Property Control Manual)

Yes No If yes, indicate inventory number:

- **If automobile is a gift, photocopy original title and forward to Central Office, Transportation Consultant. Do not take the original title until the donation is approved by the Superintendent of Schools.**
- **If automobile is on loan then title is retained by donor.**
- If cash, submit copy of deposit slip.
- If new student activity fund account is required, submit copy of request.
- If donor is Student Activity Fund, submit minutes of approval.

Principal

Signature

Approved by:

Superintendent: Yes No

Signature

Date

For CO use only: More information needed ___ log and file ___

Procedures for preparing and submitting:

- *This form is completed along with a signed copy of "Donor Acknowledgment of Condition."*
- *Copies of both forms are sent by e-mail to the Superintendent of Schools.*
- *When the approval process is completed, entry must be made on log maintained at school site.*

Revised: 11/2015

CONNECTICUT TECHNICAL HIGH SCHOOLS

DONOR ACKNOWLEDGMENT OF CONDITIONS FOR ACCEPTANCE OF GIFTS

(Revised 11/2015)

Gifts for instructional use in the Connecticut Technical High Schools may be accepted under the following conditions:

- Items have Instructional value and are not provided primarily for advertising purposes.
- Items are donated with full title and control passing to the Connecticut Technical High Schools **(please see below regarding items with title that are on loan).**
- Items are available for use by all students and the school determines which of the students can benefit.
- Cost to transport, install or maintain are not excessive and can be covered with the operating budget.

Gifts of money for student activities and awards may be accepted under the same general conditions and provisions identified above.

Loans of equipment for instructional purposes used in the Connecticut Technical High Schools may be accepted under the following conditions:

- Items are available for use by all students and the school determines which of the students can benefit.
- The item will be returned to the donor, if desired, when instructional need of them no longer exists or when the agreed upon time has expired. **If the item is an automobile or other item with title, then the donor retains title and picks up the item when the loan is no longer of value.**
- Costs to transport, install or maintain are not excessive and can be covered with the operating budget

The CTHSS does not enter into indemnification/hold harmless agreements with the donor unless the donor, as defined in section 1-79 of the general statutes, makes a gift of tangible property or properties with a fair market value in excess of one thousand dollars for instructional purposes. Any indemnification under this section shall be solely for any damages caused as a result of the use of such tangible property, provided there shall be no indemnification for any liability resulting from

- 1) Intentional or willful misconduct by the person providing such tangible property to the CTHSS, or
- 2) Hidden defects in such tangible property that are known to and not disclosed by the person providing such tangible property to the CTHSS at the time the gift is made.

I have read and understand the above conditions.

I wish to donate

Valued at \$

The DONOR has sole responsibility for determining the value of the gift.

Signature

Date

Company Name

Title