



SPRINGTOWN ISD

DONATION PROPOSAL PROCEDURES



Donation Proposal Forms are to be submitted to the campus/department administrator **prior** to acceptance. Gifts expressly made conditional upon the District's use for a specified purpose shall require Board approval. Unsolicited gifts, grants, or bequests may be accepted by the Superintendent in compliance with Board Policy CDC.

Donations and/or gifts accepted by Springtown ISD become the property of the District and under its jurisdiction (in accordance with Board Policy and administrative rules and regulations).

PROPOSAL PROCESS

1. A completed Donation Proposal Form will be forwarded to SISD's Business Office.
2. Accompanying check(s) will be secured until approval is received.
3. If an accompanying check is not provided, the originating campus/department should note "PENDING" on the Donation Approval Form.
4. The originating campus/department will notify donors of the status of their proposal in a timely fashion
5. Upon approval of proposal by the Superintendent and/or School Board, a signed copy of the Donation Proposal Form will be forwarded to the originating campus/department.
6. The originating campus/department will provide a copy of signed, approved Donation Approval Forms to the appropriate donor.

***** TAX-EXEMPT STATUS *****

Springtown Independent School District is a public school district and is a political subdivision of the State of Texas. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c)(3). However, the district is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c)(1).

The district may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. These charitable contributions are deductible by the donor on their tax return. The federal employer's tax identification number of Springtown ISD is 75-6002500.

Contributions may be made to the district, district schools, or various district groups and clubs. However, the district's tax-exempt status does not apply to various parent or community organizations, such as Booster Clubs and School Support Organizations, who work with the district. These organizations are separate entities from the district and must apply for their tax-exempt status under Code Section 501(c)(3). Evidence of their tax-exempt status would be a Letter of Determination from the IRS.





SPRINGTOWN ISD DONATION PROPOSAL FORM



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Campus/Department: _____

DONOR INFORMATION

Name/Organization: _____

Address: _____

Phone: _____ Email: _____

Is a check in the amount of the proposed donation attached, or pending?

Attached

Pending

DONATION INFORMATION

Monetary Donation

Check Number: _____

(Amount) \$ _____ **Includes cash, gift card, and/or check total*

Proposed use: _____

Non-Monetary Donation

Supplies/equipment/labor: _____

Description (include model/make/serial number if possible): _____

Estimated Value (as determined by donor for internal reporting only): \$ _____

****This value may not be recognized as an appraised value for IRS purposes*

Will equipment be supported/maintained with District funds? Yes

No

APPROVAL SIGNATURES

Approval Signatures on this Donation Acceptance Form do not represent obligations by the District beyond those established in Policy CDC(LOCAL) and/or CDC(LEGAL).

Principal / Director: _____ Date: _____

***Tech. Director (if applicable): _____ Date: _____

Superintendent: _____ Date: _____

Account Code for Purchases: _____

****The Technology Director must approve any technology-related items.*