



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

Gift, Donation, and/or Memorial Agreement

Any gift or donation to the District, School, or Department of money, materials, or equipment of five hundred dollars (**\$500.00**) or more, or value equivalent to \$500.00 or more, will be subject to KSD 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 KSD Board of Directors' acceptance before the memorial can be established.

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

the following: (Short Description)

The intended purpose of this donation is:

CASH DONATION of \$ _____

Unspent funds may be used for the needs of the school as defined and determined by the principal.

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 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 students shall follow the District's procedures prescribed in the Kent School District's Procedure 6114P Gifts, Donations, and Memorials. All criteria for selecting scholarship recipients must be clearly specified in the Kent School District's Gift, Donation, and/or Memorial Agreement for the Kent School District Board of Directors' acceptance.

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 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.

Donor Representative (Print & Sign) Date

Kent School District Administrator (Print & Sign) Date

If Over \$500 Only - Executive and Board Review & Approval

Chief or Executive over Budget & Finance (Print & Sign) Date

Board of Directors' Acceptance of Donation or Memorial: Date: _____