

**Connecticut Technical**  
**High School System**

**GIFT ACCEPTANCE FORM**  
(All Gifts must be approved by the Superintendent)

Date: 4/6/10

School: Kaynor

Prepared by: Michael S. Terribile

Donor:

(name, or title of organization, and address)

Description of Gift: (multiple items must be individually listed with value indicated)

Value: (as determined by the donor)

Purpose of Gift: to support KaynorTech SkillsUSA State Champions trip to Kansas City, Missouri for the National Conference

Indicate How (intended use) and Where (room number or area) gift will be utilized:

Monetary donation will be used to support KaynorTech State Champion trip to Kansas City - donation will be used towards hotel, air fare and conference fees for student competitors.

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

Yes  No  If yes, indicate inventory number:

- If automobile, submit original title.
- 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 Superintendent.
- When approval process is completed entry must be made on log maintained at school site.

**CONNECTICUT TECHNICAL HIGH SCHOOLS**

**DONOR ACKNOWLEDGMENT OF CONDITIONS FOR ACCEPTANCE OF GIFTS**

**(Revised 12/1/2008)**

**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.
- 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.
- 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.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name