GIFT ACCEPTANCE FORM

Date: School: Prepared by:

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:

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

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

_____________________________________  ______________________________
Original Signature is Required  Date

Superintendent/Assistant Superintendent  ☐ Yes  ☐ No

_____________________________________  ______________________________
Original Signature is Required  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 of these forms are sent to Karen Faust karen.faust@ct.gov at CTECS Central Office
- When the approval process is completed, entry must be made on log maintained at school site.
CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM
DONOR ACKNOWLEDGMENT OF CONDITIONS FOR ACCEPTANCE OF GIFTS
(Revised 05/2020)

Gifts for instructional use in the Connecticut Technical Education & Career System (CTECS) 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 Education & Career System (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 Education & Career System 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 CTECS 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 CTECS, or
2) Hidden defects in such tangible property that are known to and not disclosed by the person providing such tangible property to the CTECS 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.*

________________________________________  ________________________
Donor Original Signature                  Date

________________________________________  ________________________
Company Name                             Title

Revised 05/2020