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## 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](mailto: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