

PEABODY PUBLIC SCHOOLS

27 Lowell Street, Peabody, Massachusetts 01960
Telephone: 978.536.6500

Dr. Josh Vadala
Superintendent of Schools

Dr. Kelly Chase,
Assistant Superintendent

GIFT DONATION FORM

The Peabody Public School District is always appreciative to consider accepting a gift or donation ("Gift") in support of our schools. Any Gift must have a direct use in the schools and not require any costs on behalf of the District to accept or support the Gift long-term. If the Gift is a physical item please provide a photograph with this form. All monetary Gifts must be made payable "to" the "Peabody School District" and may reference that it is "for" a class, a school, or a teacher. Donors should not give a gift directly to a Teacher as that requires the Teacher to take extra steps for reporting compliance. Gifts from businesses and organizations will be considered but the Gift itself must be free of any advertising or promotion. All Gifts are subject to review and approval by the Superintendent and the School Committee. To make a gift or donation please provide the following information:

School or Department: _____

Name of Donor(s): _____

Mailing Address: _____

Telephone Email: _____

Type of Donation: Monetary: \$ _____ Other (Describe): _____

Specified for Account: Gift Fund: _____ Student Activity: _____

Intended Purpose/Use: _____

Would you like to be invited to make a presentation to the School Committee? _____

Accepted by Principal/Director: _____ Date: _____

Compatibility Check (if appl.): _____ Date: _____

Approved by Superintendent: _____ Date: _____

Presented to School Committee Meeting of: _____ **Date:** _____

Once completed donors will be provided a copy of this form. If the Gift is accepted by the School Committee the District will issue an acknowledgement letter. Donors are solely responsible for assessing the value of goods or services and for determining whether or not a Gift may be tax-deductible. On request the District will provide the Donor with a copy of the District's Tax Identification Certificate.

Legal references:

M.G.L. Ch. 44 S. 53A, S. 54 Grants and gifts; acceptance and expenditure

M.G.L. Ch. 41 S. 45 Establishment and management of trust funds

<https://www.mass.gov/service-details/gifts-to-public-school-teachers-and-staff>

H.O.P.E.

Every Student, Every Day.

www.peabody.k12.ma.us