

FACILITY PERMANENT IMPROVEMENT GIFT APPLICATION

Date of Submission: _____

Donator: (Name) _____
Address) _____
(City, State, Zip) _____

Contact Person: _____ Phone: _____ Cell: _____

Fax: _____

Facility Site: _____

Facility Donation Proposal: _____

(Attach additional information if necessary.)

Proposed Cost: _____ Actual Cost: _____

Timeline for Installation/Work to be Completed: _____

Personnel/Vendor to Complete Proposal: _____

Donator has agreed to pay the full amount of donation.

Signature _____

Date _____

FACILITY PERMANENT IMPROVEMENT GIFT PROPOSAL GUIDELINES

1. All boosters, PTO groups, foundation groups, etc., that would like to donate facility permanent improvement gifts to the district must follow the facility donation guidelines.

Definition: FACILITY GIFTS include items such as but are not limited to:		
Furniture	Sidewalks	Air Conditioners
Landscaping	Painting	Playground equipment
Cleaning equipment	Any equipment requiring electricity/plumbing	

2. Groups must obtain facility donation proposal forms from the Director of Facilities/Operations.
3. The completed form must be returned to Director of Facilities/Operations. Gift(s) must be approved through Athletic Council, the Operations Committee, or both, if necessary with final approval provided by the Fremont Board of Education prior to any work being started.
4. Donator may be asked to present proposal to appropriate committee so that details/questions may be addressed.
5. Fremont City Schools must be provided financial assurances or actual monetary donation prior to work being initiated.
6. All required documents (for example BCI/FBI, insurance, worker’s compensation, DMA) must be on file with the Director of Facilities prior to any work on Fremont City Schools property/facility.
7. The work timeline established by the Director of Facilities will be followed. Any alterations due to changes in the scope of the gift must be preapproved through the Director of Facilities and with the final approval of the Fremont Board of Education.
8. The gift will become a donation to the Fremont City Schools Board of Education and thus comes under the jurisdiction of the Board. It then becomes the district’s decision for maintenance timeframe(s) and procedures.