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Donation/Gift Acceptance Form

The Somerville Public Schools is grateful for your donation to support learning and teaching. To ensure our thank you note to you is accurate, please provide us with the following information. Please be aware that:

1. Whether your donation is tax deductible or not is a matter of discussion between you and your tax preparation specialist or attorney.
2. The Somerville Public Schools is not responsible for assessing value of in-kind goods or services. This is your responsibility as the donor.
3. All items donated must be reviewed and formally accepted by the Somerville School Committee. After donations have been accepted by the School Committee a formal thank you letter will be sent.

Your title (circle one): Ms. Mr. Mrs. Miss Dr.

Your first name: _____ **Last name:** _____

Your street address: _____

City, state and zip: _____

Donation given (mark all that apply):

- Cash donation; amount: \$ _____
- In-kind donation; please list the item(s) given separately and their approximate value:
- Item: _____ Value assessed by donor: \$ _____
- Item: _____ Value assessed by donor: \$ _____
- Item: _____ Value assessed by donor: \$ _____

Using the box below, please indicate if your gift/donation is intended for a specific school, audience (e.g. middle school student programming), or purpose (e.g. scholarships to afterschool programs).

Would you like to be added to the list of people who receive regular email newsletters about student learning in the Somerville Public Schools (check one)?

- Yes; please provide your email address here: _____
- I already receive newsletters by email.
- No, thank you.

Would you like more information about volunteering in the Somerville Public Schools?

- Yes
- Not at this time.
- Not sure; please have someone contact me at the following phone number: _____

Please mail this completed form to: Office of the Superintendent, Somerville Public Schools, 167 Holland St, Somerville MA 02145-3246. You may also fax it to 617-591-7902 or email it to egarcia@k12.somerville.ma.us.

