Seabrook School District
DONATION FORM

NAME OF DONOR: **PTO Citizens Org To Raise Education PTO**

Contact Address of Donor: **256 Walton Road, Seabrook NH 03874**

Contact Phone Number of Donor: **(603) 474-2252**

Contact Email of Donor: **seabrookpto@sau21.nh.gov**

Donation Amount: **$7600.00**

Mode of Receiving Donation (cash/check). If check, please record date and check number
Check # **2155** Date: **6/4/26**

Checks should be made payable to the Seabrook School District

Purpose of Donation: Please provide a description of how you would like these funds used.
To purchase teacher supplies for the 26/27 school year

Person Authorized to expend funds in accordance with above purpose:
Building Principal: **Tim Dow**
Dept Manager: _____ (list Dept. i.e. Athletics, Music)
Classroom Teacher: _____
Other:

Do you have a time frame for use of funds: NO __X__ YES____
If yes please list end date_____
If No is selected, use of funds will be within 12 months of date of acceptance.

Signature of Donor: **Seabrook PTO President ~ Heather Emerson**

Signature of Individual Accepting Donation on behalf of the School District:

FOR OFFICE USE ONLY:

Date Accepted by School Board:

Thank You Letter Sent to Donor (Date):

Revised: January 2018

ACCEPTANCE OF GIFTS

1. THIS FORM IS USED IN CONJUNCTION WITH SCHOOL DISTRICT POLICY KCD – GIFTS TO SCHOOL
2. GIFTS UNDER $500 – PRINCIPAL CAN ACCEPT – BUT MUST NOTIFY SCHOOL BOARD IN THEIR MONTLY REPORT
3. GIFTS OVER $500 – MUST BE PLACED ON A SCHOOL BOARD AGENDA HAVE BOARD VOTE TO ACCEPT
4. GIFTS OVER $5,000 - NEED TO HAVE PUBLIC HEARING (POSTED AS A LEGAL NOTICE, 7 DAYS IN ADVANCE IN A LOCAL NEWSPAPER) AND MUST BE PLACED ON A SCHOOL BOARD AGENDA TO HAVE BOARD VOTE TO ACCEPT
5. IT IS THE PRINCIPAL'S RESPONSIBILITY TO HAVE AN AGENDA ITEM TO ACCEPT GIFTS
6. PART OF SCHOOL BOARD ACCEPTANCE NEEDS TO INDICATE WHETHER DONATION WILL A) BE IN THE STUDENT ACTIVITY FUND - FOR BENEFIT OF STUDENT OR B) WHETHER IT WILL BE HANDLED AT THE SAU OFFICE - SET UP AS A DONATION ACCOUNT.
7. WHEN DONATIONS ARE RECEIVED, BE SURE THE DONOR COMPLETES THE DISTRICT DONATION FORM