



GLENDORA UNIFIED SCHOOL DISTRICT  
Glendora, California

**APPLICATION TO PRESENT GIFT**

DONOR \_\_\_\_\_  
Name of Individual or Organization

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_

DESCRIPTION OF GIFT \_\_\_\_\_

IF BOOK: TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_

PUBLISHER \_\_\_\_\_

EDITION \_\_\_\_\_ COPYRIGHT DATE \_\_\_\_\_

If more than one book, please list on separate sheet and attach to this form.

IF EQUIPMENT: SERIAL NUMBER \_\_\_\_\_

REQUESTED PLACEMENT AND TERMS OF GIFT: \_\_\_\_\_

IT IS AGREED THAT:

All gifts become the property of the Glendora Unified School District and are subject to the same control as any property of the District.

Books or other printed materials shall be cleared for acceptance by either the Assistant Superintendent or the library screening committee.

If accepted by the Board of Education, gifts designated for specific schools and gifts or awards to individuals or groups of students shall be presented to the schools where the principal will supervise the distribution.

1. ACCEPTANCE BY PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

2. APPROVAL OF ASSIST. SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_  
Educational Services

3. APPROVAL OF SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

4. ACCEPTANCE BY BOARD: I certify that Board approval was given to this application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
Secretary to Superintendent