

Donations come to us in different manners. Some are sent directly to the schools, others call into the district for delivery or pick up.

Here are a few notes that will make the donation process as simple and easy as possible.

- All technology donations, excluding monetary, should come to Technology Services at the Woodside facility, 18367 8th Avenue South, Burien.
- If you are contacted about taking/receiving a technology donation, we recommend you refer them directly to Technology Services at Woodside. They can contact the Help Desk at 631-7676. With any gift, we like to thank the person or business for the donation. All supporting information is appreciated, including names, phone numbers, e-mails etc.; anything that we can use to properly thank and track the donation.
- The person/business making the donation does not have to provide a value, although they may want to do this for their own tax purposes. We use a method of valuation based on current purchase price, normally done by searching Google, eBay or Amazon for “going rate” prices. If the donation is made through a program such as your PTSA or DonorsChoose, the actual donated value is acceptable.
- Donors may wish to remain anonymous, this is also acceptable, as long as the donation meets minimum standards.
- If a donation that is meant for a specific school or teacher, the request is honored. Supporting documentation will help to facilitate this.
- The same requirements are used for all donations no matter if they are for a particular classroom, a school or donated to the district for distribution.

About the form:

- Fill out as much information before printing. This form is designed to allow editing, however you will not be able to save it with the information entered.
- If there is more than one item being donated to a school or teacher, an inventory change sheet will be provided by Technology Services to the school, as the school’s inventory will change.

Items accepted:

Computers, keyboards and mice
Laser printers
LCD monitors and projectors
Document cameras, point and shoot cameras, video cameras
Document scanners
Equipment racks (at district level)

Department of Technology Services



Date: _____

School: _____



**This form is acknowledgment of intent to donate items
as listed below to Highline Public Schools.**

Items Donated (please check one or more and provide details):

_____ Hardware _____	Value _____
_____ Software/Supplies _____	Value _____
_____ Funds _____	Value _____

Purpose of donation (please check one):

_____ Use of donation is left to the discretion of the Highline Public Schools
_____ The intended purpose of donation (subject to DoTS review):

Donation is made by:

Individual/Organization Name _____
Address _____
City, State and Zip _____
Phone _____

Signed by Donor

Signature of Principal or Program Manager

Approved by Superintendent: _____

Approved by Board of Education: _____

New technology donations by PTSA or other groups must meet current standards for technology and be approved and/or purchased by the Director of Technology. Failure to follow this process risks acceptance of technology.

Donations valued up to \$10,000 may be accepted by the Superintendent upon recommendation from Technology Services. Donations valued at more than \$10,000 must be approved by the school board per Board Policy 6114. Arrangement for formal acceptance will be made by the Chief Technology Officer. This process does include a formal letter of acceptance and thanks to the donor. Schools or Departments receiving donated equipment are also encouraged to recognize the donor with a letter of thanks.

Note: When contributions are intended for a specific purpose or location, the Highline Public Schools will make every effort to honor those intentions.

DONATION APPROVAL FORM

Date: _____

Notes: Please include any supporting documentation

Chief Technology Officer Approval (Signature Required) Technology Whse Mgr Approval (Signature Required)

Approved: _____ Denied (reason): _____

original: Donor

copy: School/Program

copy: Accounting Department