Exhibit 1: Donation, Contribution, or Sponsorship Form

This form must be completed, signed, and turned in for all such occurrences greater than $250.

To be filled out by donor, contributor, or sponsor:

1. Date of donation: _____ (Must be prior to donation or initiation of construction.)

2. I am making this donation as (select one and fill in the legal name):

[ ] An Individual .....Legal name: _____

[ ] An officer of a business ..... Legal business name: _____

[ ] An officer of a booster club with a tax id # ..... Legal club name: _____

For any of the above, if you wish this signed form to serve as a receipt from the authorized recipient for your own

tax purposes, please provide the associated SSN, EIN, or TAX ID#: _____

[ ] A representative of an informal group (not eligible for tax receipt)..... Name: _____

[ ] Other (please describe) (not eligible for tax receipt)....._____

3. Type of donation:

[ ] Cash, coin, check ..... Dollar amount: _____

[ ] Supplies, equipment, property, etc..... Estimated value: _____

[ ] Volunteer time ..... Estimated worth: _____

4. Detailed description of what is being donated:

_____

_____

_____ _____

5. Program, school, department, class, or activity, if any, to which you restrict use of your donation. Restricted funds will be used only for the named restriction: (Donations may not be restricted to use for an individual employee.)

_____
_____ _____

6. Representation: (Mark and sign appropriate one.)

[ ] Monetary or property donor: I hereby certify that I hold legal title to the funds/property being donated, that I am authorized to make such

donation, and hereby transfer full title of the funds/property being donated to the _____School District.

Signature: _____

[ ] Volunteer: I hereby certify that I willingly donate my time and that I will not be compensated for my donated time by any source and that if I am given significant unsupervised access to a student in connection with my volunteer assignment, I must also obtain a volunteer form from the principal and complete it and submit it to Human Resources and be finger-printed.

Signature: _____

To be filled out by district/school recipient:

Authorizer per District's donation policy: Received by District's foundation/business administrator:

_____
_____

Name: Name:

_____
_____

Title: Title:

_____
_____

Signature: Date: Signature: Date:

_____
_____

Tax receipt number:

_____

Distribution Original to Accounting Copy to Donor Copy for School/Department

No separate Millard local provision was inserted in this policy. Source material was reviewed and was either already carried forward by the USBA model, belongs in another more specific policy location, or no separate adopted Millard source was identified.

Source Traceability

Source	Use in this policy
2026 USBA Model Policies, GF Policy Exhibit 1 - Donation, Contribution, or Sponsorship Form.	Retained as the controlling model policy text and legal framework.
MSD Policy 2070, Commercialism, Fundraising, and Donations, approved 2024; USBA GF Policy Exhibit 1 retained as the operative donation form structure.	Reviewed for unique Millard value. Local provisions were inserted only where they added implementation value and did not duplicate the USBA model.

Disposition Note

USBA GF Policy Exhibit 1 was retained as the donation, contribution, or sponsorship form. The local donation form and approval practice were reviewed. Because the USBA exhibit already reflects the retained form structure, no separate Millard local provision was inserted in the exhibit document.