



HYDE PARK CENTRAL SCHOOL DISTRICT

Administration Offices
P.O. Box 2033
Hyde Park, New York 12538-8033
Telephone: (845) 229-4000 - FAX: (845) 229-4056
www.hpcsd.org

DONATION FORM

Name:	
Address:	
City, State, Zip:	
Email:	
Item(s) to be donated to the Hyde Park Central School District:	
Quantity:	Description:
To be used for:	
Estimated Value of Donation:	
Donor(s) Signature:	
Date:	
Building Level:	
Received by:	
Building Administrator	
Acknowledgement:	
Date:	
Board of Education:	
Signature, Board Approval:	
Date of BOE Meeting:	

HYDE PARK CSD

Procedures for Accepting Donations from Outside of the District

Thank you for considering our school district for your donation.

Monetary Donations

Checks should be made out to the Hyde Park Central School District or HPCSD.

Monetary donations should be sent / forwarded or dropped off to the District Treasurer Hyde Park CSD, Attn District Treasurer, Business Office, 11 Boice Road, Hyde Park, NY 12538.

Donations should be accompanied by the reverse side of this document and any other supporting documentation and must include the name of donor, amount of donation, and what the donation is to be used for.

Donated Items

Persons wishing to donate items to the District should contact the administrator for the building or department that will be the recipient of the donation. If the administrator determines that the item(s) will be useful to the district, the administrator will contact the doner to make arrangements for the receipt of the item(s).

The administrator will assign a value to the donation and will sign off on the HPCSD Donation Form (see over) and forward the completed form to the District Clerk for inclusion on the next available BOE Meeting.

The Board of Education must accept all donations per Policy 1800 (policies are at hpcsd.org, Board of Education tab, Board Docs Option- top right Policies.). ***If the doner would like to receive a letter reflecting their donation for tax purposes, please be sure to include your address and /or email information.***