



Donation Request Form

.....USD 489
Foundation For Educational Excellence

323 West 12th Street • Hays, Kansas 67601 • www.usd489.com
Phone: (785) 623-2400 • Fax: (785) 623-2412

We appreciate your request for a donation from the USD 489 Foundation. Please complete this form and return it to USD 489 office at 323 West 12th Street.

Current Date: _____ Name of school/grade level: _____

Contact person: _____ Phone number: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

Reason for donation:

Information about project/request:

How many people/students will benefit from the donation:

Date funds needed by: _____ Amount of Request: _____

Project approved by: _____
(Building principal/counselor)

Thank you for your information. Request for donations will be reviewed the second Wednesday of every month at the USD 489 Foundation Board Meeting, and you will be notified of the decision. If approved, documentation of spending will be required.

For Office Use Only

Approved Amount: _____

Not Approved

Reason Not Approved: