

--- COMPANY OR PERSONAL LETTERHEAD ---

Date

Organization Name

Attn: Name of Contact

Address

City, State, Zip

Dear _____:

This letter is to provide the Houston Independent School District with information regarding my/our organization's intent to gift the District funding in the amount of or valued at \$_____. This gift is specifically for <Name of School or Department>. <Individual's or Organization's Legal Name> will provide a donation that will serve to aid the Houston Independent School District in meeting at least one of its core initiatives and/or key strategies, which ensures the gift is eligible, and we would like the funds to support the following area(s).

Core Initiatives	Areas of Support	
1. Effective Teacher in Every Classroom	Payroll/Personnel	<input type="checkbox"/>
2. Effective Principal in Every School	Contracted Services	<input type="checkbox"/>
3. Rigorous Instructional Standards and Supports	Supplies and Materials	<input type="checkbox"/>
4. Data-Driven Accountability	Other Operating Costs/Travel	<input type="checkbox"/>
5. Culture of Trust through Action	Technology Supports	<input type="checkbox"/>

I understand that this commitment is a firm intention to complete this gift, and it is the policy of the HISD Board of Education to review, approve, and accept all gifts promised to the District. The gift is tax deductible since it supports the public interest and is a charitable contribution of money or property made to a qualified organization (IRS Publication 78). Also, I am the official with signatory authority over the gift and I ensure that the funds are under my authority to donate.

The funds are to be used to purchase the following:

Sincerely submitted,

Official Signature

Date Signed

Printed Name

Official Title