

Donation Intent Form

Please submit this form to the Grants Department when seeking to provide a financial or other donation to the Houston ISD in any amount. Please do not alter the formatting of this form. Please limit information to the space provided.

Donor Individual / Organization Information

(Please check one) Individual Organization

Donor Contact Name:

Donor/Organization Name:

Contact Telephone:

Address:

E-mail:

City, State Zip:

Tax ID #:

Purpose of Gift

Name of School/Dept. Gift Recipient:

(Please check all that apply. Complete sections as applicable)

Value of Gift or Amount:

\$ _____

School/Recipient Address:

New Gift

Annual Gift

One time

Multiple Planned

In-Kind

HISD Foundation will manage donation funds

At-risk

SPED

Boys

Girls

Grade levels to be served:

Gifted

LEP

Low SES

All

PK - 1

2 - 5

6 - 8

9 - 12

Other

Focus of the donation: (check all that apply)

Bilingual Education

Family Literacy

Professional Development

Special Education

College/Career Readiness

Fine Arts

Reading

Technology

Curriculum Enhancement

Mathematics

Science

Wrap-around Services

Early Childhood

Out-of-School Activities

School Library

Other:

If donation is \$5,000 or more, please complete below:

How was your school selected to receive this donation?

Business Partner

PTA/PTO

Other (please specify) _____

What documentation do you have to support your donation?

Letter from Donor

Other (please specify) _____

Have you indicated how the donation will be used on the Donation Letter form?

Yes

No

N/A

Have you included the list of schools that will benefit from this donation?

Yes

No

N/A

Signatures

I certify that the information provided accurately represents the gift.

I certify that I have reviewed the Donation Intent Form/Letter to provide a gift to Houston ISD and I agree with this donation submission.

Donor Contact's Signature

Date

Principal or Department Manager Signature

Date

For Grant Development Use Only:

District I District II District III District IV District V
 District VI District VII District VIII District IX Districtwide