

City of Cupertino
Senior Center Donation Form

The City of Cupertino acknowledges and thanks individuals and institutions who wish to donate funds, goods/property, and their voluntary time to help the City achieve its public goals and objectives for the betterment of the community. This Donation Form is intended to memorialize the understanding between the City and the Donor. The undersigned Donor wishes to make a donation to the City of Cupertino as described in more detail below.

The Donor is donating \$ _____ in a lump sum.

Donor wishes to have this donation used by the Senior Wellness and Recreation Division for the following specific purposes (select one):

- As needed
- Stay Active Fund
- Other (include details): _____

Except as provided above, the City may use the donation in any manner at its sole discretion and the Donor has no right or obligation to control the City's use of the donation.

Donor/Primary Representative: _____ E-Mail: _____

Mailing Address: _____

Phone: _____ Fax: _____

Secondary Representative: _____ E-Mail: _____

Mailing Address: _____

Phone: _____ Fax: _____

- I wish to remain anonymous. (Check box)
- I wish to donate by **credit card**. (Check box – see back page for more details*)

In addition to the foregoing, the Donor understands and agrees that:

- a. Once approved, this form will serve as an acknowledgement of receipt of the donation.
- b. Any recognition will only be made at the City's discretion.

Donor/Representative Signature: _____ Date: _____

Donor/Representative Name (Print): _____

FOR CITY USE ONLY

Approved/Declined by _____ (Name/Title, Council) on _____ (Date).

Terms and Conditions on back page.

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Donor understands that the City will endeavor to meet the use conditions of restricted donations, in accordance with the wishes of the donor. If, however, the City is unable to meet the Donor's restrictions, the City will make reasonable attempts to contact the Donor or the representative identified by Donor in the Form/Agreement to discuss alternative uses or to return the Donation. If City receives no response within 60 calendar days of City's first attempt to contact the Donor or the representative, Donor agrees to relinquish all rights Donor may have had to the Donation, on behalf of Donor, Donor's heirs, successors and agents. Donor further understands and agrees that the City shall have the right to use the donation for any other public purpose. The City will make an effort to use the donation for a purpose similar in nature to the originally specified purpose.

For Park and Public Improvement Donations: Donations must cover the cost of purchase, installation, and basic maintenance for the life cycle of the accessory unless otherwise agreed upon by the City. The City reserves the right to modify, remove or relocate the accessory.

City reserves the right to reject donations that are inconsistent with City's mission, values, or standard practices.

In connection with administering this agreement, the City shall contact the Donor through the following primary representative unless the donor chooses to remain anonymous. In the event the primary representative cannot be reached, the City shall contact the secondary representative listed. The Donor agrees that both the primary and secondary representatives hold the authority to execute this agreement.

Donations to the City are tax-deductible if made for a public purpose.

Check Donations

Please write the check to the "**City of Cupertino**" and send with the completed and signed donation form to:

Cupertino Senior Center
21251 Stevens Creek Boulevard
Cupertino, CA 95014

*Credit Card Donations

Please send the completed and signed donation form to the address above or email to senior_center@cupertino.org. The City will contact the Donor within several days after receiving the form to process the donation over the phone.