



Sandusky City Schools

407 Decatur Street, Sandusky, OH 44870-2442 • 419-984-1000 • www.scs-k12.net

Ontario Elementary School Salvage Item Request Form For Local Non-Profit Organizations with 501(C)3 Status

September 26, 2017

The Sandusky City Schools appreciates the community's support of our bond issue and would like to make the kitchen equipment at Ontario School available to the public. Specifically, the equipment is available to local non-profit Sandusky City Schools residence-based organizations with 501(C)3 status. We are pleased to be able to make these items that will not be using in our new buildings available to the public in this manner.

Items that are available for non-profit Sandusky residence-based 501(C)3 organizations:

List:

- | | |
|---|--|
| <input type="checkbox"/> Vulcan Stacked Convection Oven | <input type="checkbox"/> 3-Door Freezer |
| <input type="checkbox"/> True 2-Door Reach-in Cooler | <input type="checkbox"/> Groen Steam Kettle |
| <input type="checkbox"/> 10 Wire Shelving Units (old) | <input type="checkbox"/> Hobart Garbage Disposal |
| <input type="checkbox"/> Stainless Steel Sink and Prep Area | |

Key Details:

1. The submission of the enclosed written request form must be signed and submitted in person at the Board of Education, 407 Decatur Street, Sandusky, Ohio on Thursday, October 26, 2017, starting at 1:30 p.m. The request form should be turned in at the reception desk, located on the first floor.

2. The items will be made available on a first-come first-submitted form basis. The selection of the non-profit Sandusky residence 501(C)3 organization will be based on the order of submitted forms.
3. This information will be posted on our district website and will be announced in the *Sandusky Register* newspaper. "Parent Congress" members will be informed along with other local non-profit organizations.
4. Non-profit organizations selected to receive items from Ontario School will be notified 5 business days from submission.
5. Non-profit organizations selected will be given a date that they will be allowed to pick up any item at Sandusky City Schools' Transportation Department at 1304 Filmore St.
6. Items must be claimed at the appointed time or will be forfeited.
7. Each non-profit selected for items at Ontario will be individually responsible for removal of the item (s) and have the necessary transportation to remove the items.
8. Sandusky City Schools are not responsible to any non-profit organization or individual that might result in an accident or functionality of equipment.

Contact Information:

For more information, please contact Mr. Kevin Toms, Supervisor of Buildings and Grounds at 419-984-1016 or email at ktoms@scs-k12.net or Mr. John Feick, Sandusky City Schools Facilities Owner's Representative at 419-625-2554 or email at feickja@aol.com.

Pride

Tradition

Excellence



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Request Form

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Name of 501(C)3: _____

Address: _____

City: _____ State: _____ Zip: _____

Tax ID number: _____

Information on the Responsible Party

Responsible individual at the 501(C)3: _____

Address: _____

Phone: _____ Email: _____

Items from Ontario School being requested:

1. _____

2. _____

3. _____

I affirm that I have read the previous two pages and that my signature below reflects my official role in a non-profit Sandusky residence-based 501(C)3 and affirms the organization's interest in the identified equipment from Ontario School.

Signature

Date