



City of Desert Hot Springs

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COMMUNITY AND CULTURAL AFFAIRS COMMISSION DONATION/SPONSORSHIP SUBMITTAL

This form must be submitted with an Agenda Submittal Form for a donation.

The item will not be placed on the agenda without the proper documentation.

Please fill out the section that pertains to your submission and provide supporting materials.

Donation/Sponsorship	
Donation to:	Desert Hot Springs Senior Center Art Classes / Salle Kirby
Description:	Salle Kirby has worked with the Seniors creating art. This will be the second year of her program at the Center. \$45 per person is based on an average of six students per class for 35 classes from October of 2019 to August of 2020.
Amount of Donation	\$4,725 which is 50% of the total program cost of \$9,450.
Responsible in Charge:	Salle Kirby
Budget:	6 students x \$45 per class (includes \$35 for instruction and \$10 for supplies) = \$270 x 35 classes = \$9,450.

Please attach:

- ☐ Vendor invoice for donation
- ☐ W9

Return the completed form to:

Lynne Paul, Public Works Assistant
lpaul@cityofdhs.org
760-329-6411 x219