



OUR students THE future

ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT
Odessa, Texas

CDC
(EXHIBIT)A

TO: Chief Financial Officer

FOR: Recommendation to Accept Donation/Gift

FROM: _____ / Celeste Potter
Principal OR Director
_____ / Development - 705
School OR Department

Sewell Family of Dealerships

Name of Donor (if organization, please include name of president)
PO Box 3432 Odessa Texas 79760
Mailing address City State Zip Code

has offered a donation or gift in the following category: Donation/Gift (describe below)

Description of Donation/Gift	Value*	Purpose of Donation
Check# 1799	\$ 15,250.00	ECISD Signing Day Donation
	\$	
	\$	

*Values assigned for donation of equipment or services is for internal reporting purposes only. This value may not be used as an appraisal value for IRS purposes.

Permission is requested to accept this donation/gift for our school/department. The donor understands that the donation/gift will become the property of the Ector County Independent School District and will be under the jurisdiction of the school/department in accordance with School Board Policy and administrative rules and regulations. Approved donation/gift should be added to fixed assets inventory if applicable.

REMARKS: Funds to be distributed as indicated on attached budget. Campuses may use
funds as they see fit to promote ECISD Signing Day.

() Approval () Disapproval

PRINCIPAL / DIRECTOR Date

☒ Approval () Disapproval

Celeste Potter 1-22-24

DIRECTOR OF DEVELOPMENT Date

() Approval () Disapproval

Neeliah Offner 1/22/24

CHIEF FINANCIAL OFFICER Date
(The following approval required for a single donation/gift of \$10,000 or more)

() Approval () Disapproval

SUPERINTENDENT OF SCHOOLS Date

Celeste Potter

From: Celeste Potter
Sent: Monday, January 22, 2024 10:43 AM
To: Keeley Boyer; Mauricio Marquez; Deborah Ottmers; Michael Adkins; Dusty Baumann
Cc: Dawn Hernandez
Subject: RE: ECISD Signing Day
Attachments: Sewell - ECISD Signing Day.pdf; Budget.pdf

Importance: High

All. The check from Sewell to sponsor ECISD Signing Day has arrived and is being forwarded to Finance.

Deborah/Dusty – Attached is the donation form and the approved budget. Any additional expenses will be the responsibility of the campus.

Celeste Potter, CFRM
Executive Director of Development
ECISD Development Office
432.456.7059
PO Box 3912
Odessa, Texas 79760
celeste.potter@ectorcountyisd.org



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From: Celeste Potter
Sent: Tuesday, November 28, 2023 9:16 AM
To: Keeley Boyer <Keeley.Boyer@ectorcountyisd.org>; Mauricio Marquez <Mauricio.Marquez@ectorcountyisd.org>; Deborah Ottmers <Deborah.Ottmers@ectorcountyisd.org>; Michael Adkins <Michael.Adkins@ectorcountyisd.org>
Cc: Dawn Hernandez <Dawn.Hernandez@ectorcountyisd.org>
Subject: ECISD Signing Day
Importance: High

Sewell Ford has agreed to sponsor ECISD Signing Day in the amount of \$15,250.

Attached is the breakdown of how those dollars will be distributed to campuses to cover costs of college signs and decorations. Any additional costs will be the responsibility of the district/campus.

IF STEM Academy decides not to participate, those funds may be distributed however you deem appropriate but I will need to notify Sewell before that happens.

Keeley/Mauricio/Mike – Below is the link to access the approved Sewell Ford logos for all promotional items we may print or display electronically. We cannot post/share until approved by Sewell. Please send the marketing items to me for approval before you send to campuses. Also, Sewell will reach out prior to May 23rd to coordinate vehicle placement on each campus. Please make sure that OHS, PHS and NTO are aware.

ECISD Signing Day
Monday, May 13, 2024

	Budget
OCA	\$1,500
OCTECHS	\$1,500
New Tech Odessa	\$1,500
OHS	\$5,000
PHS	\$5,000
STEM Academy	\$750
	<u>\$15,250</u>

****campus budget is to cover costs of signage and decorations***

ALL-BRITE LLC
RED8 MARKETING
P.O. BOX 3432
ODESSA, TX 79761

FIRST BANK & TRUST
www.firstbanktx.com
MEMBER FDIC

1799
88-1934/1113
CHECK AMOUNT

PAY TO THE ORDER OF

Ector County Independent School District

1/15/2024

\$ **15,250.00

Fifteen Thousand Two Hundred Fifty and 00/100***** DOLLARS

MEMO

Ector County Independent School District
ATTN: Celeste Potter
PO Box 3912
Odessa, TX 79706

11001799 12113193471 79 237 310

1799

1/15/2024

15,250.00

Operating Acct - 2373

15,250.00