



Office of the Superintendent
Madison Public Schools
Madison, CT 06443

Donation (Cash / Property) to the Madison Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 11/16/2022

Organization / Individual Making Donation: Ryerson PTO

Address: Erica McMillian
Ryerson PTO Co-President
24 Lenore Drive
Madison, Connecticut 06443

(Street, City, State, Zip)

Daytime Phone # 860-930-8014

Description of Donation / Gift: Donation of Scholastic Dollars for Ryerson Teachers to Purchase Classroom Books from Ryerson Bookfair Approximate Value: \$4,900.00

Explain how this gift will be used: Used to enhance classroom libraris for all grades K-3 at Ryerson School

Monetary Gift: Explain how the funds will be used: _____

Recipient(s) of Donation (school, athletics program, etc.): Ryerson Classroom Teachers

Acknowledgments: (optional)

In honor of:

In memory of: _____

Acknowledgement Contact: Erica McMillian, Co-President Ryerson PTO

Acknowledgement Address: 24 Lenore Drive, Madison, CT 06443

This request cannot be acted upon before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name of the person with whom you consulted.

Signature of Person Consulted: _____

Are there conditions of use attached to the gift: Yes No

If yes, please explain conditions: Scholastic Dollars used to purchase books for classrooms

Are there installation costs, site preparation costs, labor costs, or equipment need for installation, etc? NO

If yes, who will be responsible for the costs? N/A

What is the annual maintenance cost of the donation if any? (be specific) N/A

Are there additional costs to the school district not indicated above? (be specific) N/A

Kelly H. Spooner
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: _____
Signature

11/21/22
Date

Accepted by Board of Education on: _____
Date