



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: 6/16/2022

Organization / Individual Making Donation: Ryerson PTO

Address: Ryerson PTO

c/o K.H Ryerson Elementary School

982 Durham Road

Madison, Connecticut 06443

(Street, City, State, Zip)

Daytime Phone # \_\_\_\_\_

Description of Donation / Gift: Check Approximate Value: \$11,200.00

Explain how this gift will be used: Used to purchase picnic tables, recess equipment and field trips

Monetary Gift: Explain how the funds will be used: \_\_\_\_\_

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

Acknowledgments: (optional)

In honor of: \_\_\_\_\_

In memory of: \_\_\_\_\_

Acknowledgement Contact: Jen Gordon - President

Acknowledgement Address: 34 Lenore Drive

Madison, Connecticut 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: \_\_\_\_\_

*Kelly K. Spooner*

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

If yes, please explain conditions: purchase 4 picnic tables, recess equipment and help offset costs of field trips

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

\_\_\_\_\_  
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: \_\_\_\_\_

Signature

Date

Accepted by Board of Education on: \_\_\_\_\_

Date