



## 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. The school principal may approve gifts to a school that are valued at \$500 to \$1,000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 12.09.25

Organization / Individual Making Donation: Steady Photography

Address: 540 East Main Street, Suite 5, Branford, CT 06443

Phone #: 203-488-5170

Description of Donation / Gift and intended use: total dollar amount to be deposited in Neck River's Staff Development Account - Principal GE52028E-53224

Experiences \_\_\_\_\_

Approximate Value: \$3,208.50

Recipient(s) name: Neck River Elementary School

Acknowledgements: (optional)

In honor/memory of: \_\_\_\_\_

Acknowledgement Contact: John Steady

Acknowledgement Address: 540 East Main Street, Suite 5, Branford, CT 064433

***This request cannot be acted up on before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name/signature of the person who was consulted.***

Signature of Person Consulted: Rebecca Frost

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

If yes, please explain conditions: n/a

Are there installation, site preparation, labor, or equipment costs needed for installation, etc.? Yes No

If yes, who is responsible for the costs? n/a

What is the annual maintenance cost of the donation, if any? Yes No

Are there any other additional costs to the District? Yes No

(Signature of Donor)

- For Central Office Use Only

Accepted by Superintendent:

Signature Date

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