



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: June 12, 2026 Organization /

Individual Making Donation: Neck River PTO Address: c/o 180 Mungertown Road, Madison, CT

06443 Phone #: _____

Description of Donation / Gift and intended use: Proceeds from Neck River's PTO Book Fair to be used to purchase library books for 2026-2027

Approximate Value: \$2,102.41 to be deposited in Neck River Media Supply Account GE42028F-56421

Recipient(s) name: Neck River Elementary School

Acknowledgements: (optional)

In honor/memory of: _____

Acknowledgement Contact: Neck River Elementary School PTO

Acknowledgement Address: _____ % 180 Mungertown Road, Madison, CT 06443

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: Becky Frost / Becky Frost, Principal _____

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

If yes, please explain conditions: To purchase library books for the 2026-2027 school year

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

If yes, who is responsible for the costs? Cost included in donation amount.

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]
Signature Date

Accepted by Board of Education on: _____
Date