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AUG 28 2026

SUPERINTENDENT

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 $,1000 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: 8/28

Organization / Individual Making Donation: Neck River PTO

Address: C/O 180 Mungertown Rd Madison CT
(Street, city, zip)

Phone #: _____

Description of Donation / Gift and intended use: fall field Trips (1ST payment)

Approximate Value: 5,000

Recipient(s) name: Neck River Elementary

Acknowledgements: (optional)

In honor/memory of: _____

Acknowledgement Contact: _____

Acknowledgement Address: _____

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 L Frost

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

If yes, please explain conditions: _____

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

If yes, who is responsible for the costs? _____

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: _____ 9/1/24
Signature Date

Accepted by Board of Education on: _____
Date

Revised August 2023