



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: January 10, 2025

Organization / Individual Making Donation: Jeffrey School PTO

Address: c/o 331 Copse Road, Madison, CT 06443

Phone #: _____

Description of Donation / Gift and intended use: Incentive for using this photographers services

Approximate Value: \$4,500.00 to be deposited in Jeffrey's Field Trip Donation Account DO181JF-59003

Recipient(s) name: Jeffrey Elementary School


Acknowledgements: (optional)

In honor/memory of: _____

Acknowledgement Contact: Jeffrey School PTO

Acknowledgement Address: c/o 331 Copse 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, Principal 

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

If yes, please explain conditions: To offset costs of Jeffrey School field trips

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:  _____

Signature Date

Accepted by Board of Education on: _____

Date