



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: 5/23/2022

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: Books from bookfair given to classroom teachers      Approximate Value: \$3,645.10

Explain how this gift will be used: Used to enhance Ryerson's classroom libraries

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:

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]*  
Signature

\_\_\_\_\_  
Date

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