



### 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: 5/16/24

Organization / Individual Making Donation: Polson PTO - Carolyn Varone, Treas.

Address: 302 Green Hill Rd. Madison, CT 06443  
(Street, city, zip)

Phone #: 203-245-6480

Description of Donation / Gift and intended use: Holiday Hill 8<sup>th</sup> Grade  
Outing 2024

Approximate Value: \$2,000 - CK# 309-

Recipient(s) name: Polson Middle School - Donna Peck

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.***

X Signature of Person Consulted: Kathryn Hart  
K. Hart.

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

Carolyn Varone  
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: [Signature]  
Signature

5/20/24  
Date

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