



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: October 12, 2022

Organization / Individual Making Donation: Jeffrey School PTO

Address: 331 Copse Rd Madison CT 06443  
(Street) (City, State, Zip)

Daytime Phone # 203 494 6455

Description of Donation / Gift: Cash Approximate Value: \$1500

Explain how this gift will be used? to fund items from school "wish list"

Monetary Gift: Explain how the funds will be used: \_\_\_\_\_

Recipient(s) of Donation (school, athletics program, etc.): Jeffrey School

**Acknowledgments: (optional)**

In honor of: \_\_\_\_\_

In memory of: \_\_\_\_\_

Acknowledgement Contact: \_\_\_\_\_

Acknowledgement Address: \_\_\_\_\_

**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: Rebecca Frost

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? \_\_\_\_\_

What is the annual maintenance cost of the donation if any? (be specific) None

Are there additional costs to the school district not indicated above? (be specific) No

[Signature]  
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: [Signature]  
Signature

11/3/22  
(Date)

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