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: **July 15, 2024**

Organization / Individual Making Donation: **Ryerson Elementary PTO**

Address: **982 Durham Road Madison, CT 06443**

(Street, city, zip)

Phone #: 203-245-6440

Description of Donation / Gift and intended use: _____

Approximate Value: **$15,630.00**

Recipient(s) name: **Ryerson Elementary School**

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: _Kelly R. Spooner_____

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

If yes, please explain conditions: _____

Monetary donation is to be used to fund field trips and experiences for the K-3 2024-2025 school year

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: _____ 7/22/24
Signature / Date

Accepted by Board of Education on: _____
Date

Revised August 2023