



## Superintendent's Circular

NUMBER:  
FIN-12

Version 01

### TRUST FUNDS FOR SCHOOLS

*This Circular will remain in effect unless rescinded or superseded by a subsequent version.*

This memorandum provides procedures for making awards from centrally administered trusts that benefit schools. Heads of schools and principals are responsible for knowing the eligibility of their schools for trust funds, for ensuring that trust fund purchases are appropriately selected, and for following procedures for the awards. Please submit your requests to the Finance Office as soon as possible and no later than May 31, 2024. Late requests will not be processed.

#### 1. ELIGIBILITY FOR AWARDS

See Attachment 1 for awards by school.

See Attachment 2 for a description of the awards listed in alphabetical order.

#### 2. PROCEDURES FOR REQUESTING FUNDS

Submit a detailed list of items including the item name, publisher and/or vendor, and the cost, together with a cover memorandum giving the name of the trust and the total requested. Separate letterhead must be used for each award request.

### 3. PROCEDURES FOR RECEIVING FUNDS

Checks will be sent directly to the recipient at the address provided by the school. Principals/heads of schools should retain records of all requests, receipt of checks, and documentation of purchases for five years. Documentation of purchases should be available on request.

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#### ELEMENTARY SCHOOLS

#### AWARD

ALL ELEMENTARY SCHOOLS

Peter F. Degrand Award

Charlestown Schools

Devens Infant School

Dorchester Schools

Bowdoin

Dorchester Schools

Stoughton School

Dorchester/South Boston Schools

Gibson School Fund

Condon Elementary School

Norcross School Library

Blackstone Elementary School

Webb Franklin

Eliot k-8 School

Abigail Smith

Harvard-Kent Elementary

Devens Infant School

Joseph J. Hurley K-8 School

Webb Franklin

Quincy Elementary School

Abigail Smith

Martin Milmore Award

Warren-Prescott K-8 School

Devens Infant School

Winthrop Elementary School

Henry B. Hall Award

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#### MIDDLE SCHOOLS

#### AWARD

Timilty Middle School (closed)

Sherwin School Graduates

Washington Irving Middle School

Harrington Trust Fund

#### HIGH SCHOOLS

Dorchester Academy

Bowdoin Dorchester  
Gibson School Fund  
Stoughton School

Boston Community Leadership  
Academy

Anna & Alice Maguire  
Bowdoin Dorchester  
Gibson School Fund  
Persis P. Drake  
Stoughton School  
Roxbury Memorial  
Scholarship

Boston Latin Academy

Brighton High School  
Burke High School

Elvira B. Smith  
Bowdoin Dorchester  
Gibson School Fund  
Stoughton School

English High School  
Excel High School  
Horace Mann School

William Stewart  
Gibson School Fund  
Susan E. Gavett  
Mrs. John A. Lewis  
Samuel E. Sawyer  
Adams/Osgood Fund  
Costello C. Converse

Madison Park High School

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## CENTRAL OFFICE

Superintendent

Teachers Waterston

## TRUST FUNDS FOR SCHOOLS ADMINISTERED CENTRALLY

Bowdoin Dorchester

James Bowdoin

# Superintendent's Circular FIN-12

Page 4 of 14

Converse

DeGrand

Devens

Drake

Eastburn

Gibson

Hall

Harrington

Horace Mann

Horace Mann

Horace Mann

Horace Mann

Milmore

Maguire

Norcross

Sherwin

Smith, A.

Smith, E.

Stewart

Stoughton

Waterston

Webb Franklin

Costello C. Converse

Peter F. DeGrand

Devens Infant School

Persis P. Drake

John Eastburn Fund

Christopher Gibson

Henry B. Hall

Francis E.; Alice S.

Susan E. Gavett

Mrs. John A. Lewis

Samuel E. Sawyer

Adams/Osgood Fund

Martin Milmore

Alice and Anna Maguire

Norcross School Library

Sherwin School Graduates

Abiel Smith

Elvira Bush Smith

William Stewart

Stoughton School

Teachers Waterston

Webb Franklin

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**BOWDOIN DORCHESTER** bequest of James Bowdoin established in 1889.

Eligibility: Schools located in Dorchester only (Dorchester address).

Criteria: To benefit the public schools

Award: \$750 total. A check divided to schools who apply.

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**CONVERSE FUND** in memory of Costello C. Converse, established in 1931.

Eligibility: Madison Park Technical Vocational High School

Criteria: General uses and purposes of the school.

Award: \$500 available; check payable to the school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**PETER F. DEGRAND** to purchase books for kindergarten, first, and second grades.

Eligibility: For the purchase of books for students attending kindergarten, first and second grades in the City of Boston.

Criteria: Excellent attendance

Award: \$2,500 available. A check divided to the schools that apply.

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**DEVENS INFANT SCHOOL K1&2** - 2 grades.

**Eligibility:** Schools located in Charlestown for kindergarten, grades one and two.

**Criteria:** Excellent attendance for the use and benefit of children

**Award:** \$100 available. A check divided to the schools that apply.

**Submit:** Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**DRAKE FUND** gift of Persis P. Drake

**Eligibility:** Boston Latin Academy

**Criteria:** To benefit the school

**Award:** \$200 available, payable to the school

**Submit:** Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**JOHN EASTBURN SCHOOL FUND**

**Eligibility:** High school seniors who are Boston residents (proof of residence required) and are pursuing a teaching curriculum at the University of Massachusetts.

**Award:** \$1,000 available

**Submit:** Submit a request to the Finance Office. Nominating procedure with name, address, date of birth, student number, and Social Security number of recipient. All requests must be on school/office letterhead.

**GIBSON SCHOOL FUND** a bequest from Christopher Gibson established in 1674.

Eligibility: Schools located in the Dorchester neighborhood, which in 1674, included South Boston.

Criteria: For library books and teaching equipment

Award: \$9,500 total available: A check payable (in proportion) to the schools that apply.

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**HENRY B. HALL** for books and supplies.

Eligibility: John Winthrop School

Criteria: Books and supplies

Award: \$17,000 available, payable to the school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**FRANCIS E. & ALICE S. HARRINGTON TRUST FUND**

Eligibility: Washington Irving Middle School

Criteria: Two top students who obtain the highest combined grade average in French or another foreign language for two academic years.

Award: \$100 available

Submit: Submit a request to the Finance Office. Nominating procedure with name, address, date of birth, student number, and Social Security number of recipient. All requests must be on school/office letterhead.

**ANNA & ALICE MAGUIRE** for the school located at 152 Arlington Street.

Eligibility: Boston High School (now Boston Community Leadership Academy)

Criteria Purchase of books for students in attendance

Award: \$50 available; payable to school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

### **HORACE MANN SCHOOL FUNDS**

Susan E. Gavett bequest, received in 1909.

Award: \$450 check payable to school

Mrs. John A. Lewis legacy, received in 1903.

Award: \$100 check payable to school

Samuel E. Sawyer, received in 1895.

Award: \$150 check payable to school

Adams/Osgood Fund, received in 1936.

Award: \$4,000 check payable to school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.



**MARTIN MILMORE**

Eligibility: Josiah Quincy and others from the former Brimmer School District

Criteria: Equal distribution among eligible schools

Award: \$50 total available, payable to the school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**NORCROSS SCHOOL LIBRARY** to assist school libraries within the former Norcross School District.

Eligibility: Condon Elementary School

Criteria: To assist the library

Award: \$100 available, payable to the school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**ROXBURY MEMORIAL SCHOLARSHIP FUND**

Eligibility: One male and one female in the graduating class at Boston Latin Academy.

Criteria: Strongest academic growth

Award: \$850 available

Submit: Submit a request to the Finance Office. Nominating procedure with name, address, date of birth, student number, and Social Security number of recipient. All requests must be on school/office letterhead.

**SHERWIN SCHOOL GRADUATES** for K-8 schools within the former Sherwin School district.

Eligibility: Timilty Middle School (closed)

Criteria: For the benefit of the school

Award: \$100 available, payable to the school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**SMITH, ABIGAIL FUND** for books in equal portions for Quincy and Eliot Schools.

Eligibility: Quincy and Eliot Schools

Criteria: Purchase of books

Award: \$800 available / \$400 per school if both schools apply.

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**SMITH, ELVIRA FUND** in memory of Elvira B. Smith, established in 1940.

Eligibility: Brighton High School

Criteria: Books, and/or other educational materials for the history department as directed by the headmaster with approval of the head of the History Dept.

Award: \$50 available. Check payable to the school

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**STOUGHTON SCHOOL** supplements the salaries of temporary substitute teachers in high and grammar schools in Dorchester.

Eligibility: Schools with a Dorchester address

Criteria: Substitute teachers, supplement to regular compensation in the form of additional days' work

Award: \$300 available

Submit: Submit a request to the Finance Office. Nominating procedure with name, address, date of birth, student number, and Social Security number of recipient. All requests must be on school/office letterhead.

**TEACHERS WATERSTON** for lectures to teachers regarding natural history or any of its various departments.

Eligibility: At the discretion of the superintendent

Criteria: Lectures to teachers regarding natural history or any of its various departments.

Award: \$500 available

Submit: Submit a request to the Finance Office. Date and lecture information required.

**WEBB FRANKLIN**

Eligibility: Blackstone and Hurley Schools

Criteria: Books for students

Award: \$275 available/\$137.50 per school if both schools apply.

Submit: Submit a request to the Finance Office with a detailed list of items being purchased. All requests must be submitted on school/office letterhead.

**WILLIAM STEWART**

Eligibility: English High School

Criteria: Best all-around scholar-athlete at English High School

Award: \$2,500 available

Submit: Submit a request to the Finance Office. Nominating procedure with name, address, date of birth, student number, and Social Security number of recipient. All requests must be on school/office letterhead.

## **APPLICATION FOR TRUST FUND**

1. Submit this form for each student receiving a cash or savings bond award, or submit a typewritten list with this information.
2. No student can receive a check or savings bond without a Social Security number.

Title of Award:

Student's Name:

Student's Street Address and Apt. #:

City or Town:

Zip Code:

Student's Date of Birth:

Student's Social Security Number:

Student's ID Number:

Name of School:

School Street Address:

City or Town:

Zip Code:

## SUMMARY OF SIGNIFICANT DATES AND DEADLINES

Date	Activity
May 31, 2024	All requests must be submitted to the Finance Office.

**For more information about this circular, contact:**

Owner:	Special Assistant to the Chief of Finance
Department:	Finance Office
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Email:	<a href="mailto:finance-staff@bostonpublicschools.org">finance-staff@bostonpublicschools.org</a>

Mary Skipper, Superintendent