**Decision Paper**

**TO: Hardin County Board of Education**

**FROM: Nannette Johnson**

**DATE: August 20, 2015**

**SUBJECT: Request for School-Wide Fundraiser Approval for the Bluegrass Middle School Fall Picture Day and Spring/Buddy Picture Day.**

**Facts:**

Bluegrass Middle School is requesting permission to have a Fall Picture Day and Spring/Buddy Picture Day as a School-Wide Fundraiser. Bluegrass Middle School has contracted with Interstate Photography for their Fall Picture Day and Spring/Buddy Picture Day. The Fall Picture Day is scheduled for September 3rd, 2015 with a make-up date of October 20th, 2015. The Spring/Buddy Picture Day is scheduled for March 17th, 2016.

All proceeds will be allocated to Fund 22.

All students will be invited to participate in this fundraiser to be held at Bluegrass Middle School in the gym in September and in the media center in October and March.

Per new Redbook policies enacted on July 1, 2013, all parent organizations are now considered booster clubs that must follow the booster club regulations of the Redbook. One regulation is the approval of school-wide fundraisers by the Board of Education. Page two (2) of this decision paper is the F-SA-2A form required per the Redbook for the fundraiser.

**Recommendation:**

**The Hardin County Board of Education approve the request for School-Wide Fundraiser Approval for the Bluegrass Middle School Fall Picture Day and Spring/Buddy Picture Day.**

**Recommended Motion:**

**I move to approve the request for School-Wide Fundraiser Approval for the Bluegrass Middle School Fall Picture Day and Spring/Buddy Picture Day.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  **F-SA-2A** |  |  |
|  | **SCHOOL ACTIVITY FUND** |
|  | **FUNDRAISER APPROVAL** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **School** |  |  | **Bluegrass Middle School** |  |  |  |   |   |
|  | **Activity Account** |  |  | **Fund 22** |  |  |  |  |   |   |
|  | **External Support/Booster Organization** |  |  |  |  |  |  |   |   |
|  | **Name of Fundraiser** |  |  | **Fall Picture Day and Spring/Buddy Picture Day** |   |   |
|  | **Sponsor** |  |  | **Mr. Phillip Fuller, Yearbook Adviser** |  |  |   |   |
|  | **Date Submitted** |  |  | **8/11/2015** |  |  |  |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Purpose of fundraising activity:**  |  |  |  |  |  |  |  |  |
|  | **To raise money for Fund 22.** |  |  |  |  |  |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Items to be sold:** |  |  |  |  |  |  |  |  |  |
|  | **Student Portraits, Grade Level Panoramas and Buddy Pictures.** |  |  |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Beneficiary of fundraising activity:** |  |  |  |  |  |  |  |  |
|  | **Fund 22** |  |  |  |  |  |  |  |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Date(s) scheduled:** |  |  |  |  |  |  |  |  |  |
|  | **September 3, 2015; October 20, 2015; March 17, 2016.** |  |  |  |  |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Names of adult supervisors at activity (chaperones, custodians, etc.):** |  |  |  |  |  |
|  | **Mr. Phillip Fuller; Ms. Valerie Richerson; Mr. Michael Elmore; Mrs. Laticia Mueller; Mr. Tim Dupin; 3 Parent Volunteers (TBD)**  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Athletic Fundraiser** |   |   |   |   | **Yes**  |  | **No**  | X |   |
|  |  **If yes, sport involved:** |  |  |  |  |  |  |  |   |
|  | **Corresponding sport participating in fundraiser?**  | **Yes**  |  | **No**  | X |   |
|  |  |  |  |  |  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |  |  |  |   |   |
|  | **Coaches Signature (corresponding sport)** |  |  |  |  |  | **Date** |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Circle One:  | **Approved** |  | **Not**  | **Approved** |  |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |   |   |
|  | **Principal**  |  |  |  |  |  |  |  | **Date** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |   |   |
|  | **SBDM Council (If Council Policy)** |  |  |  |  |  | **Date** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |   |   |
|  | **Superintendent (If School-Wide Fundraiser)** |  |  |  |  | **Date** |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  | **F-SA-2B** |
| **SCHOOL ACTIVITY FUND** |  |  |
| **FUNDRAISER WORKSHEET** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **School** | **Bluegrass Middle School** |  |  |  |  |  |  |
| **Activity Account** | **Fund 22** |  |  |  |  |  |  |  |  |
| **Fundraiser** | **Fall and Spring Picture Days** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **1. Total Count of Items to be sold** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **2. Item**  | **Count x** | **Sales Price =** | **Budget Sales** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Total Budgeted Sales** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **0** | **Total count must equal Line 1.** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **3. Receipts** |  |  |  |  |  |  |  |  |  |
| **Date** | **Amount** | **Date** | **Amount** |  |  |  |  |  |
|  |  |  |  |  |  | **Total Receipts** |  |  |
|  |  |  |   |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **4. Expenses** |  |  |  |  |  |  |  |  |  |
| **Date** | **Check #** | **Amount** | **Date** | **Check #** | **Amount** |  |  |  |
|  |  |  |  |  |  | **Total Expenses** |  |  |
|  |  |  |  |  |  |  **$ -**  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **5. Total Count of Unsold Items** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **6. Item**  | **Count x** | **Sales Price =** | **Unsold Items** |  |  |  |  |  |  |
|   |   |   |   |   |  |  |  | **Total Value of Unsold Items** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **0** | **Total count must equal Line 5.** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **7. Anticipated Profit (Line 2 - Line 4)** |  |  **$ -**  |  | **Disposition of Unsold Items:** |  |
| **8. Value of Unsold Items (Line 6)** |  |  **$ -**  |  |  | **Returned** |  |  |
| **9. Subtotal (Line 7 - Line 8)** |  |  **$ -**  |  | **x** | **Held for Next Fund Raiser** |
| **10. Actual Profit (Line 3 - Line 4)** |  |  **$ -**  |  |  | **Other *(Please explain)*** |
| **11. Cash Over/Short (Line 9 - Line 10)** |  |  **$ -**  |  |  |  |  |  |
| **12. Explain Over/Short** |  |  |  |  |  |  |  |  |
| ***Investigate significant differences immediately.*** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Sponsor** |  |  |  |  |  | **Principal** |  |  |  |
| **\* - Must be turned in to principal within one week of the termination of fundraising event.** |  |  |