

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.45 AP.2

Request to Place an Item on the Agenda

Name: Katrena Smith

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: Community Education

Check if request was submitted to: ☒ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): Edwin Oyler, Camille Dillingham, Jennifer Pope

Description of Issue: Fill the Bus
School supply drive
Plan of Action is attached

Specific Action Requested: School Board approval

Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

**SCHOOL ACTIVITY FUND
FUNDRAISER APPROVAL**

School	BOE - Community Education
Activity Account	00011040679110X
External Support/Booster Organization	
Name of Fundraiser	Fill the Bus
Sponsor	
Date Submitted	

Purpose of fundraising activity: (What will the funds be used for? Be specific)

Obtain school supplies for students

Items to be sold: (How will you raise funds)

Donations of supplies by individuals, businesses, churches, civic groups
Donation boxes at Elkton & Guthrie Dollar General, Donation letter to businesses

Beneficiary of fundraising activity: (Who will receive the benefit of the funds)

TCS Students

Date(s) scheduled:

July 20-27, 2019

Names of adult supervisors at activity (chaperones, custodians, etc.):

Katrena Smith

Athletic Fundraiser	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, sport involved:		
Corresponding sport participating in fundraiser?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
_____		_____
Coaches Signature (corresponding sport)	Date	

Circle One: Approved Not Approved

_____ Date

Principal

_____ Date

SBDM Council (If Council Policy)

_____ Date

Superintendent

_____ Date

2019-20 Community Education "Fill the Bus" Plan of Action

Event date: July 22 – 27, 2019

Send Plan of Action to Russellville Ruler store manager Kristie Roberts to get approval from their corporate office to park the bus in their parking lot one day.

Contact Guthrie Mayor Jimmy Covington (guthriemayor@gmail.com) to see if he would like the bus parked at the Fire Department one day.

Meet with the managers of the Elkton and Guthrie Dollar General stores and ask permission to put donation boxes at the cash registers.

Send contribution request letters to local businesses.

Send flyer to WEKT, WHOP, and WNKJ radio stations, and Todd County Standard.
Put flyer on District Facebook page, District website and calendar, KCEA Facebook, my personal Facebook. Distribute flyers throughout county businesses.

Park bus in front of Bay 3 of TCCPI during the event.

Kelvin DeBerry would like to do a Kentucky Cornbread promotion on Facebook.

WHOP will want to do a phone interview.

When event is over, distribute supplies to Family Resource and Youth Service centers at each school.

May 6, 2019

Company Rep Name

Company Name

Company Address Line 1

Company Address Line 2

Dear Company Representative,

I am writing on behalf of Todd County Community Education requesting a donation for our "Fill the Bus" event. Monetary donations are used to purchase school supplies so all our students start school with the necessary supplies.

Any supplies not distributed at the beginning of school are available to all students throughout the year through the schools' Family Resource and Youth Service Centers.

If you have any questions, please contact me.

On behalf of the students of Todd County Schools, thank you for your consideration.

Sincerely,

Katrena Smith

Todd County Community Education

205 Airport Rd., Elkton, KY 42220

270-265-2436 ext. 1147

Katrena.Smith@todd.kyschools.us