

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B **DATE:** July 15, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Scott Hawkins

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Attached 2020-2021 Fundraisers: Huntertown Elementary (Fall and Spring Pictures, service project); Simmons Library (Fall Book Fair; Spring Book Fair, service projects); Southside PTO (Yankee Candles; SPROUT); WCHS Band Boosters (Krispy Kreme; Community Sponsors via SnapRaise/FansRaise; Kroger Community Rewards).

IMPACT ON RESOURCES: None.

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ **Recommended** ☐ **Not Recommended**

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ORIGIN:

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☒ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Attached 2020-2021 Fundraisers: Huntertown Elementary (Fall and Spring Pictures, service project).

IMPACT ON RESOURCES: None.

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Request Form for School Fund-Raisers

All requests for fund-raising activities may be submitted to the Board at any time during the school year. Requests will be submitted on this form along with a current financial report. At the conclusion of the fund-raising activity, a copy of the original request shall be re-submitted within thirty (30) days. The final submission should include the actual sales, expenditures, profits, and use of the funds for the activity. Please note that this form must be TYPED, except for signatures, and have a budget attached.

School: Huntertown Elementary

Date: May 28, 2020

Person/Club/Organization: Elaine Kaiser

Fund-Raiser Requested: Fall and Spring Pictures

Is this a Service Project per Board Policy 09.33?

☒ Yes☐ No

Product to be Sold: Single and Group Pictures

Number of Students Participating: 450 (Preschool thru 5th Grade)

Expected Beginning Date: 8-27-2020 and 3-2-2021

(Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: 8-27-2020 and 3-2-2021

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$ _____	\$ _____
2. Expenses/Cost of Goods Sold:	\$ _____	\$ _____
3. Total Profit:	\$ <u>3000</u>	\$ _____
4. Please attach a copy of your organization's budget for this academic year.		
5. Please specify below how the funds raised by <u>this event</u> are to be spent.		
<u>ITEMS TO BE PURCHASED FROM PROFIT</u>	<u>PROJECTED</u>	\$ _____
<u>Trade Books, Math Manipulatives and Other</u>	\$ _____	\$ _____
<u>Instructional Items</u>	\$ _____	\$ _____
	\$ <u>3000</u>	\$ _____

6. Sponsor's Signature: _____ Date: _____

7. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature: Elaine Kaiser Date 5/29/20208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date _____

A copy of this form was sent to the County Clerk as a notice for subscription sales.

Date sent: _____ Signature of Superintendent: _____

Review/Revised:6/27/2016

05/29/2020 10:40
9696tyat

WOODFORD COUNTY PUBLIC SCHOOLS
PICTURE FUNDRAISER 20-21

P 1
glytdbud

FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 13

ACCOUNTS FOR:
090 HUNTERTOWN ELEMENTARY SCHOOL

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
7800 GENERAL ACTIVITY ACCOUNT-DAF							
090210 HT DISTRICT ACTIVITY REVENUE	-18,565	0	-18,565	.00	.00	-18,564.50	.0%
0902818 DAF INSTRUCTION	18,065	0	18,065	.00	1,559.30	16,505.20	8.6%
0902819 DAF STUDENT TRANSPORTATION	500	0	500	.00	.00	500.00	.0%
TOTAL GENERAL ACTIVITY ACCOUNT-DAF	0	0	0	.00	1,559.30	-1,559.30	100.0%
TOTAL HUNTERTOWN ELEMENTARY SCHOOL	0	0	0	.00	1,559.30	-1,559.30	100.0%
TOTAL REVENUES	-18,565	0	-18,565	.00	.00	-18,564.50	
TOTAL EXPENSES	18,565	0	18,565	.00	1,559.30	17,005.20	

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B DATE: July 7, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Ryan Asher

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
☐ ACTION REQUESTED AT THIS MEETING
☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
☒ BOARD OF EDUCATION POLICY
☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for Simmons to have Fall and Spring FY21 Book Fairs with all profits to be used to materials for the library.

IMPACT ON RESOURCES: None

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Request Form for School Fund-Raisers

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School: Simmons Elementary School

Date: May 26, 2020

Person/Club/Organization: Mindy Logan

Fund-Raiser Requested: Fall Book Fair

Is this a Service Project per Board Policy 09.33?

☒ Yes

No

Product to be Sold: Books

Number of Students Participating: 400 (PK-5)

Expected Beginning Date: 9-11-20

(Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: 9-18-20

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$5,000	\$
2. Expenses/Cost of Goods Sold:	\$3,000	\$
3. Total Profit:	\$2,000	\$

4. Please attach a copy of your organization's budget for this academic year.

5. Please specify below how the funds raised by this event are to be spent.ITEMS TO BE PURCHASED FROM PROFIT

	<u>PROJECTED</u>	<u>ACTUAL</u>
<u>Materials for library</u>	\$2,000	\$
	\$	\$
	\$	\$

6. Sponsor's Signature: Mindy Logan Date: 5/26/207. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature: Jeffery Cox Date: 6/3/208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date: _____

A copy of this form was sent to the County Clerk as a notice for subscription sales.

Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016

Request Form for School Fund-Raisers

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School: Simmons Elementary School

Date: May 26, 2020

Person/Club/Organization: Mindy Logan

Fund-Raiser Requested: Spring Book Fair

Is this a Service Project per Board Policy 09.33?

☒ Yes

No

Product to be Sold: Books

Number of Students Participating: 400 (PK-5)

Expected Beginning Date: 4-26-21

(Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: 4-30-21

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$5,000	\$
2. Expenses/Cost of Goods Sold:	\$3,000	\$
3. Total Profit:	\$2,000	\$

4. Please attach a copy of your organization's budget for this academic year.

5. Please specify below how the funds raised by this event are to be spent.ITEMS TO BE PURCHASED FROM PROFIT

	<u>PROJECTED</u>	<u>ACTUAL</u>
<u>Materials for library</u>	\$2,000	\$
	\$	\$
	\$	\$

6. Sponsor's Signature: Mindy Logan Date: 5/26/207. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature: J. H. Cox Date: 6.3.208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date: _____

A copy of this form was sent to the County Clerk as a notice for subscription sales.

Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016



BUDGET PROJECTION 20213 FY 2021 FUNDS 21 & 25

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
075210	0999C	7267	BEG BALANCE CARRY FORWARD	-242.28	-3,479.58	.00	-100.00
	21	-075-0000-000-00-0999C	-7267				
075210	1720	7267	BOOKSTORE SALES	.00	.00	.00	.00
	21	-075-0000-000-00-1720	-7267				
075210	1740	7267	STUDENT FEES	.00	.00	.00	.00
	21	-075-0000-000-00-1740	-7267				
075210	1790	7267	OTHER STUDENT ACTIVITY INCOME	-7,500.00	-7,500.00	-7,576.69	1.02
	21	-075-0000-000-00-1790	-7267				
075210	1920	7267	DONATIONS (ACTIVITY FND)	-1,000.00	-1,000.00	-1,000.00	.00
	21	-075-0000-000-00-1920	-7267				
075210	1941	7267	TEXTBOOK SALES	.00	.00	.00	.00
	21	-075-0000-000-00-1941	-7267				
0752819	0131	7267	CLASSIFIED ADDITIONAL COMPENST	.00	.00	.00	.00
	21	-075-2790-490-10-0131	-7267				
0752819	0221	7267	EMPLOYER FICA CONTRIBUTION	.00	.00	.00	.00
	21	-075-2790-490-10-0221	-7267				
0752819	0222	7267	EMPLOYER MEDICARE CONTRIBUTION	.00	.00	.00	.00
	21	-075-2790-490-10-0222	-7267				
0752819	0232	7267	CERS EMPLOYER CONTRIBUTION	.00	.00	.00	.00
	21	-075-2790-490-10-0232	-7267				
0752819	0253	7267	KSBA UNEMPLOYMENT INSURANCE	.00	.00	.00	.00
	21	-075-2790-490-10-0253	-7267				
0752819	0260	7267	WORKMENS COMPENSATION	.00	.00	.00	.00
	21	-075-2790-490-10-0260	-7267				
0752819	0699	7267	BUS USAGE REIMBURSEMENT	.00	.00	.00	.00
	21	-075-2790-490-10-0699	-7267				
0752819	0894	7267	INSTRUCTIONAL FIELD TRIPS	.00	.00	.00	.00
	21	-075-2790-490-10-0894	-7267				
0752859	0610	7267	GENERAL SUPPLIES	400.00	543.99	400.00	.00
	21	-075-2222-470-10-0610	-7267				
0752859	0616	7267	FOOD NON INSTR NON FOOD SVC	.00	.00	.00	.00
	21	-075-2222-470-10-0616	-7267				



ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUESTED	PERCENT CHANGE
0752859	0641	7267 LIBRARY BOOKS	2,054.69	5,457.58	2,054.69	.00
21	-075-2222-470-10-0641	-7267				
0752859	0642	7267 PERIODICALS & NEWSPAPERS	22.00	22.00	22.00	.00
21	-075-2222-470-10-0642	-7267				
0752859	0650	7267 SUPPLIES-TECHNOLOGY RELATED	300.00	300.00	300.00	.00
21	-075-2222-470-10-0650	-7267				
0752859	0671	7267 ITEMS FOR RESALE	5,800.00	5,800.00	5,800.00	.00
21	-075-2222-470-10-0671	-7267				
0752859	0672	7267 PERSONAL SVC (ACTIVITY FND)	.00	.00	.00	.00
21	-075-2222-470-10-0672	-7267				
0752859	0674	7267 AWARDS	.00	21.60	.00	.00
21	-075-2222-470-10-0674	-7267				
BUDGET CEILING:			-165.59	165.59	-165.59	-100.00
TOTALS:					.00	

** END OF REPORT - Generated by Dana McGowan **

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B DATE: July 7, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Ryan Asher

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for Southside PTO to sell Yankee Candles with all profits to be used to purchase testing rewards, programs & assist with other needs.

IMPACT ON RESOURCES: None

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Request Form for School Fund-Raisers

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School: Southside Elementary

Date: May 11, 2020

Person/Club/Organization: PTO

Fund-Raiser Requested: Yankee Candle Fundraising

Is this a Service Project per Board Policy 09.33? ☐ Yes ☒ No

Product to be Sold: Catalog items including candles, magazines, wrapping paper

Number of Students Participating: 500+

Expected Beginning Date: September 1, 2020 (Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: October 31, 2020

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	<u>\$10,000</u>	
2. Expenses/Cost of Goods Sold:	<u>\$3,000</u>	
3. Total Profit:	<u>\$7,000</u>	
4. Please attach a copy of your organization's budget for this academic year.		
5. Please specify below how the funds raised by <u>this event</u> are to be spent.		

<u>ITEMS TO BE PURCHASED FROM PROFIT</u>	<u>PROJECTED</u>	<u>ACTUAL</u>
Testing rewards; Assistance in purchasing programs;	<u>\$7,000</u>	
Arts Day/Career Day Luncheon, 5th Grade Promotion Supplies		
6. Sponsor's Signature: <u>Dallie Savore</u>	Date: <u>5/12/2020</u>	
7. As Principal, I <input checked="" type="checkbox"/> recommend <input type="checkbox"/> do not recommend this project.		
<input checked="" type="checkbox"/> Form is typed <input checked="" type="checkbox"/> Budget report is attached <input checked="" type="checkbox"/> Dates are not prior to Board Meeting.		

Principal's rationale for not recommending this request:

Principal's Signature: Mary Reynolds Date: 5/13/2020

8. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date: _____

A copy of this form was sent to the County Clerk as a notice for subscription sales.

Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016

Southside Elementary PTO

2020-2021 Budget

At the end of the 2019-2020 school year, Southside Elementary PTO had a \$12,460.94 account balance. To end the year with no available balance, we have designated the funds be used in the following way in the 2020-2021 school year.

School Events	\$3,500.00
<i>Grandparents Day</i>	<i>\$150</i>
<i>Arts Day</i>	<i>\$800</i>
<i>KPREP Testing</i>	<i>\$750</i>
<i>5th Grade Graduation</i>	<i>\$500</i>
<i>Future Identified Events</i>	<i>\$1,300</i>
 School Needs	 \$5,960.00
<i>Landscaping Update</i>	<i>\$1,000</i>
<i>Bus Lane Bridge Update</i>	<i>\$1,500</i>
<i>Educational Software License</i>	<i>\$2,000</i>
<i>Future Identified Needs</i>	<i>\$1,460</i>
 PTO Needs	 \$800.00
<i>Insurance</i>	
<i>Banking Fees</i>	
<i>Miscellaneous</i>	
 Teacher Needs	 \$2,200.94
<i>Classroom Needs</i>	<i>\$700</i>
<i>Teacher Appreciation</i>	<i>\$1,500.94</i>

With the unknowns of the upcoming school year because of COVID-19, we would like to note that these categories may need to shift to better support our school, staff, and students. If that should happen, we will submit a new budget to reflect those changes.

Southside Elementary PTO

Fall 2020 Fundraiser Request

Understanding that it is not usually permitted to have two open fundraisers at the same time, we are requesting an exception in light of the current situation for our Fall 2020 fundraiser.

Our first request is for a SPROUT fundraiser to take place the week before Fall Break, September 28 - October 2. We have been in touch with the SPROUT coordinator who agreed that we would stay in touch as social distancing measures continue throughout this year. Should it prove unsafe to continue with the Sprout fundraiser, we will replace it with another.

The secondary request is to do a Yankee Candle Fundraiser during the same timeframe. This is easy for us to put together quickly and has proven to be a successful fundraiser in the past.

Thank you for taking this request into consideration.

Sincerely,

A handwritten signature in cursive script that reads "Pallie Savoie".

Pallie Savoie
Southside Elementary PTO
President 2020-2021

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B DATE: July 7, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Ryan Asher

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for Southside PTO to host a SPROUT Event with all profits to purchase testing rewards, programs & assist with other needs.

IMPACT ON RESOURCES: None

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Request Form for School Fund-Raisers

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School: Southside Elementary

Date: 5/11/2020

Person/Club/Organization: Southside PTO

Fund-Raiser Requested: SPROUT

Is this a Service Project per Board Policy 09.33? ☐ Yes ☒ No

Product to be Sold: Pledges

Number of Students Participating: Total School (556 at this time)

Expected Beginning Date: September 1, 2020 (Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: October 2, 2020

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$ <u>10,000</u>	\$ _____
2. Expenses/Cost of Goods Sold:	\$ <u>3,000</u>	\$ _____
3. Total Profit:	\$ <u>7,000</u>	\$ _____
4. Please attach a copy of your organization's budget for this academic year.		
5. Please specify below how the funds raised by <u>this event</u> are to be spent.		

<u>ITEMS TO BE PURCHASED FROM PROFIT</u>	<u>PROJECTED</u>	<u>ACTUAL</u>
Testing rewards; Assistance in purchasing programs;	\$ 7,000	\$ _____
Arts Day/Career Day Luncheon, 5th Grade Promotion Supplies		\$ _____
	\$ _____	
	\$ _____	\$ _____

6. Sponsor's Signature: Pallu Sarai Date: 5/12/20207. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed ☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature: Mary Reynolds Date: 5/13/20208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date: _____

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Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016

Southside Elementary PTO

2020-2021 Budget

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School Events	\$3,500.00
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<i>Future Identified Needs</i>	<i>\$1,460</i>
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<i>Banking Fees</i>	
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Southside Elementary PTO

Fall 2020 Fundraiser Request

Understanding that it is not usually permitted to have two open fundraisers at the same time, we are requesting an exception in light of the current situation for our Fall 2020 fundraiser.

Our first request is for a SPROUT fundraiser to take place the week before Fall Break, September 28 - October 2. We have been in touch with the SPROUT coordinator who agreed that we would stay in touch as social distancing measures continue throughout this year. Should it prove unsafe to continue with the Sprout fundraiser, we will replace it with another.

The secondary request is to do a Yankee Candle Fundraiser during the same timeframe. This is easy for us to put together quickly and has proven to be a successful fundraiser in the past.

Thank you for taking this request into consideration.

Sincerely,

A handwritten signature in cursive script that reads "Pallie Savoie". The signature is written in dark ink and is positioned below the word "Sincerely,".

Pallie Savoie
Southside Elementary PTO
President 2020-2021

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B DATE: July 7, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Ryan Asher

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for WCHS Band Boosters to sell Krispy Kreme donuts with all profits being used to pay for band activities and expenses.

IMPACT ON RESOURCES: None

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ **Recommended** ☐ **Not Recommended**

Request Form for School Fund-Raisers

All requests for fund-raising activities may be submitted to the Board at any time during the school year. Requests will be submitted on this form along with a current financial report. At the conclusion of the fund-raising activity, a copy of the original request shall be re-submitted within thirty (30) days. The final submission should include the actual sales, expenditures, profits, and use of the funds for the activity. Please note that this form must be TYPED, except for signatures, and have a budget attached.

School: WCHS

Date: 7/6/20

Person/Club/Organization: WCHS Band Boosters

Fund-Raiser Requested: Krispy Kreme

Is this a Service Project per Board Policy 09.33?

☐ Yes☒ No

Product to be Sold: Krispy Kreme Donuts & Gift Cards

Number of Students Participating: 100

Expected Beginning Date: 7/28/2020

(Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: 6/30/2021

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$ <u>8000</u>	\$ _____
2. Expenses/Cost of Goods Sold:	\$ <u>2,000</u>	\$ _____
3. Total Profit:	\$ <u>6000</u>	\$ _____
4. Please attach a copy of your organization's budget for this academic year.		
5. Please specify below how the funds raised by <u>this event</u> are to be spent.		

ITEMS TO BE PURCHASED FROM PROFIT

	<u>PROJECTED</u>	<u>ACTUAL</u>
<u>Drill Design Portion</u>	\$ <u>1,500</u>	\$ _____
<u>Winterguard Tarp & Design expenses</u>	\$ <u>2,400</u>	\$ _____
<u>Trailer Maintenance</u>	\$ <u>1,500</u>	\$ _____
<u>Sideline Panels</u>	\$ <u>600</u>	\$ _____

6. Sponsor's Signature:  Date: 7/6/207. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature:  Date: 7/6/208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date: _____

A copy of this form was sent to the County Clerk as a notice for subscription sales.

Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016

2020-21 Band Booster Revenue Projection				
REVENUE	2020 Proposed	Actual	Revised	Amount of Revenue still needed
Earned Revenue	\$ 8,500.00	\$ -		\$ 8,500.00
Fundraising	\$ 29,089.00	\$ -		\$ 29,089.00
Reimbursements	\$ 13,500.00	\$ -		\$ 13,500.00
(Placeholder)	\$ -	\$ -		\$ -
Carryover	\$ 15,000.00	\$ -		\$ 15,000.00
Total Revenue	\$ 66,089.00	\$ -	\$ -	\$ (66,089.00)

2019-20 Band Booster Budget					
Category	Subcategory	Budgeted	Actual	Revised	Amount of Budget Left
Services		\$5,925.00	\$0.00	\$0.00	\$5,925.00
	Jazz Band	\$300.00	\$0.00		\$300.00
	Symphonic Band	\$750.00	\$0.00		\$750.00
	Leadership Team Training	\$375.00	\$0.00		\$375.00
	Drill Design	\$1,500.00	\$0.00		\$1,500.00
	Guest Instructor	\$3,000.00	\$0.00		\$3,000.00
Equipment		\$10,700.00	\$0.00	\$0.00	\$10,700.00
	Props	\$4,000.00	\$0.00		\$4,000.00
	Long Ranger upgrades	\$500.00	\$0.00		\$500.00
	Bass Drum Head Printing	\$900.00	\$0.00		\$900.00
	Front Ensemble Equipment	\$500.00	\$0.00		\$500.00
	Sideline Panels	\$900.00	\$0.00		\$900.00
	Professional Banner	\$1,000.00	\$0.00		\$1,000.00
	Winter Guard	\$2,400.00	\$0.00		\$2,400.00
	Electronics	\$500.00	\$0.00		\$500.00
Fees		\$2,989.00	\$0.00	\$0.00	\$2,989.00
	Booster Insurance	\$205.00	\$0.00		\$205.00
	CutTime	\$299.00	\$0.00		\$299.00
	Dues and Subscriptions	\$100.00	\$0.00		\$100.00
	All-State music purchase	\$250.00	\$0.00		\$250.00
	Marching Entrance fees	\$1,300.00	\$0.00		\$1,300.00
	KMEA Fees	\$600.00	\$0.00		\$600.00
	Bank Fees	\$150.00	\$0.00		\$150.00
	PO Box	\$85.00	\$0.00		\$85.00
Meals		\$5,000.00	\$0.00	\$0.00	\$5,000.00
	Band Camp Meals	\$1,500.00	\$0.00		\$1,500.00
	Competition/Game Meals	\$3,500.00	\$0.00		\$3,500.00
MISC		\$1,050.00	\$0.00	\$0.00	\$1,050.00
	Shipping Expenses	\$50.00	\$0.00		\$50.00
	Miscellaneous Expenses	\$1,000.00	\$0.00		\$1,000.00
Recognition Recruiting		\$5,550.00	\$0.00	\$0.00	\$5,550.00
	Band Banquet- Catering	\$2,500.00	\$0.00		\$2,500.00
	Band Banquet- Expenses	\$1,100.00	\$0.00		\$1,100.00
	8th Grade Night	\$500.00	\$0.00		\$500.00
	Pool Party	\$350.00	\$0.00		\$350.00
	Sixth Grade Band Night	\$300.00	\$0.00		\$300.00
	Senior Night	\$800.00	\$0.00		\$800.00
Supplies		\$6,550.00	\$0.00	\$0.00	\$6,550.00
	Fundraising Supplies	\$6,000.00	\$0.00		\$6,000.00
	Booster Supplies	\$50.00	\$0.00		\$50.00
	Band Director- Supplies	\$500.00	\$0.00		\$500.00
Travel Transportation		\$17,475.00	\$0.00	\$0.00	\$17,475.00
	Trailer Maintenance	\$1,500.00	\$0.00		\$1,500.00
	Trailer Insurance & Registration	\$575.00	\$0.00		\$575.00
	Box Truck Rental	\$3,300.00	\$0.00		\$3,300.00
	Mileage Reimbursement	\$2,000.00	\$0.00		\$2,000.00
	Disney Mileage Reimbursement	\$1,000.00	\$0.00		\$1,000.00
	Hotel Payment	\$4,500.00	\$0.00		\$4,500.00
	BOA Transportation	\$4,500.00	\$0.00		\$4,500.00
	Opposite Day BOA Tickets	\$100.00	\$0.00		\$100.00
Uniforms		\$10,850.00	\$0.00	\$0.00	\$10,850.00
	Uniforms & Dry Cleaning	\$750.00	\$0.00		\$750.00
	Glove/Shoe Payment	\$2,100.00	\$0.00		\$2,100.00
	Custom Uniforms	\$8,000.00	\$0.00		\$8,000.00
Carryover Balance	Carryforward to next year	\$15,000.00	\$0.00	\$0.00	\$15,000.00
	Total Monthly Expenses	\$66,089.00	\$0.00	\$0.00	\$66,089.00
					Reimbursements

BANK BALANCE			
\$24,078.02	\$0.00	\$0.00	\$24,078.02

NOTES:

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B **DATE:** July 7, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Ryan Asher

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for WCHS Band Boosters to solicit community sponsors (via SnapRaise or FansRaise) for cash, products & services with all profits being used to pay for band activities and expenses.

IMPACT ON RESOURCES: None

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Request Form for School Fund-Raisers

All requests for fund-raising activities may be submitted to the Board at any time during the school year. Requests will be submitted on this form along with a current financial report. At the conclusion of the fund-raising activity, a copy of the original request shall be re-submitted within thirty (30) days. The final submission should include the actual sales, expenditures, profits, and use of the funds for the activity. Please note that this form must be TYPED, except for signatures, and have a budget attached.

School: WCHS

Date: 7/6/20

Person/Club/Organization: WCHS Band Boosters

Fund-Raiser Requested: Community Sponsors (via SnapRaise or FansRaise)

Is this a Service Project per Board Policy 09.33?

☐ Yes☒ No

Product to be Sold: Donation solicitations

Number of Students Participating: 100

Expected Beginning Date: 7/28/2020

(Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: 6/30/2021

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$ <u>16,300</u>	\$ _____
2. Expenses/Cost of Goods Sold:	\$ <u>0</u>	\$ _____
3. Total Profit:	\$ <u>16,300</u>	\$ _____
4. Please attach a copy of your organization's budget for this academic year.		
5. Please specify below how the funds raised by <u>this event</u> are to be spent.		

ITEMS TO BE PURCHASED FROM PROFIT

	<u>PROJECTED</u>	<u>ACTUAL</u>
<u>Custom Uniform Tops/Hat Wraps/</u>	\$ <u>8,000</u>	\$ _____
<u>Box Truck Rental for Marching Season</u>	\$ <u>3,300</u>	\$ _____
<u>Props</u>	\$ <u>4,000</u>	\$ _____
<u>Marching Band Parade Banner</u>	\$ <u>1,000</u>	\$ _____

6. Sponsor's Signature: [Signature] Date: 7/6/207. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature: [Signature] Date 7/6/208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date _____

A copy of this form was sent to the County Clerk as a notice for subscription sales.

Date sent: _____ Signature of Superintendent: _____

Review/Revised:6/27/2016

2020-21 Band Booster Revenue Projection				
REVENUE	2020 Proposed	Actual	Revised	Amount of Revenue still needed
Earned Revenue	\$ 8,500.00	\$ -		\$ 8,500.00
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Reimbursements	\$ 13,500.00	\$ -		\$ 13,500.00
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	Symphonic Band	\$750.00	\$0.00		\$750.00
	Leadership Team Training	\$375.00	\$0.00		\$375.00
	Drill Design	\$1,500.00	\$0.00		\$1,500.00
	Guest Instructor	\$3,000.00	\$0.00		\$3,000.00
Equipment		\$10,700.00	\$0.00	\$0.00	\$10,700.00
	Props	\$4,000.00	\$0.00		\$4,000.00
	Long Ranger upgrades	\$500.00	\$0.00		\$500.00
	Bass Drum Head Printing	\$900.00	\$0.00		\$900.00
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	Sideline Panels	\$900.00	\$0.00		\$900.00
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	Winter Guard	\$2,400.00	\$0.00		\$2,400.00
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	Marching Entrance fees	\$1,300.00	\$0.00		\$1,300.00
	KMEA Fees	\$600.00	\$0.00		\$600.00
	Bank Fees	\$150.00	\$0.00		\$150.00
	PO Box	\$85.00	\$0.00		\$85.00
Meals		\$5,000.00	\$0.00	\$0.00	\$5,000.00
	Band Camp Meals	\$1,500.00	\$0.00		\$1,500.00
	Competition/Game Meals	\$3,500.00	\$0.00		\$3,500.00
MISC		\$1,050.00	\$0.00	\$0.00	\$1,050.00
	Shipping Expenses	\$50.00	\$0.00		\$50.00
	Miscellaneous Expenses	\$1,000.00	\$0.00		\$1,000.00
Recognition Recruiting		\$5,550.00	\$0.00	\$0.00	\$5,550.00
	Band Banquet- Catering	\$2,500.00	\$0.00		\$2,500.00
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	8th Grade Night	\$500.00	\$0.00		\$500.00
	Pool Party	\$350.00	\$0.00		\$350.00
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	Senior Night	\$800.00	\$0.00		\$800.00
Supplies		\$6,550.00	\$0.00	\$0.00	\$6,550.00
	Fundraising Supplies	\$6,000.00	\$0.00		\$6,000.00
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Travel Transportation		\$17,475.00	\$0.00	\$0.00	\$17,475.00
	Trailer Maintenance	\$1,500.00	\$0.00		\$1,500.00
	Trailer Insurance & Registration	\$575.00	\$0.00		\$575.00
	Box Truck Rental	\$3,300.00	\$0.00		\$3,300.00
	Mileage Reimbursement	\$2,000.00	\$0.00		\$2,000.00
	Disney Mileage Reimbursement	\$1,000.00	\$0.00		\$1,000.00
	Hotel Payment	\$4,500.00	\$0.00		\$4,500.00
	BOA Transportation	\$4,500.00	\$0.00		\$4,500.00
	Opposite Day BOA Tickets	\$100.00	\$0.00		\$100.00
Uniforms		\$10,850.00	\$0.00	\$0.00	\$10,850.00
	Uniforms & Dry Cleaning	\$750.00	\$0.00		\$750.00
	Glove/Shoe Payment	\$2,100.00	\$0.00		\$2,100.00
	Custom Uniforms	\$8,000.00	\$0.00		\$8,000.00
Carryover Balance	Carryforward to next year	\$15,000.00	\$0.00	\$0.00	\$15,000.00
	Total Monthly Expenses	\$66,089.00	\$0.00	\$0.00	\$66,089.00
	Reimbursements				

BANK BALANCE			
\$24,078.02	\$0.00	\$0.00	\$24,078.02

NOTES:

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B DATE: July 7, 2020

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Ryan Asher

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

As per Board policy all fundraisers must be approved by the Board of Education prior to the beginning of each fundraiser.

SUMMARY OF MAJOR ELEMENTS:

Request Board approval for WCHS Band Boosters to participate in the Kroger Community Rewards with all profits being used to pay for band activities and expenses.

IMPACT ON RESOURCES: None

TIMETABLE FOR FURTHER REVIEW OR ACTION: Final report on each fundraiser due to Board of Education within 30 days of the fundraiser ending date.

SUPERINTENDENT'S RECOMMENDATION: ☐ Recommended ☐ Not Recommended

Request Form for School Fund-Raisers

All requests for fund-raising activities may be submitted to the Board at any time during the school year. Requests will be submitted on this form along with a current financial report. At the conclusion of the fund-raising activity, a copy of the original request shall be re-submitted within thirty (30) days. The final submission should include the actual sales, expenditures, profits, and use of the funds for the activity. Please note that this form must be TYPED, except for signatures, and have a budget attached.

School: WCHS

Date: 7/6/20

Person/Club/Organization: WCHS Band Boosters

Fund-Raiser Requested: Kroger Community Rewards

Is this a Service Project per Board Policy 09.33?

☐ Yes☒ No

Product to be Sold: N/A

Number of Students Participating: 100

Expected Beginning Date: 7/28/2020

(Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: 6/30/2021

	<u>PROJECTED</u>	<u>ACTUAL</u>
1. Gross Sales:	\$ <u>16,000</u>	\$ _____
2. Expenses/Cost of Goods Sold:	\$ <u>0</u>	\$ _____
3. Total Profit:	\$ <u>16,000</u>	\$ _____
4. Please attach a copy of your organization's budget for this academic year.		
5. Please specify below how the funds raised by <u>this event</u> are to be spent.		

ITEMS TO BE PURCHASED FROM PROFIT

	<u>PROJECTED</u>	<u>ACTUAL</u>
<u>Transportation & Lodging</u>	\$ <u>9,000</u>	\$ _____
<u>Marching Band Meals</u>	\$ <u>5,000</u>	\$ _____
<u>Band Banquet Catering</u>	\$ <u>2,000</u>	\$ _____

6. Sponsor's Signature:  Date: 7/6/207. As Principal, I ☒ recommend ☐ do not recommend this project.☒ Form is typed☒ Budget report is attached☒ Dates are not prior to Board Meeting.

Principal's rationale for not recommending this request:

Principal's Signature:  Date: 7/6/208. As Superintendent, I ☐ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: _____ Date: _____

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Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016

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	Symphonic Band	\$750.00	\$0.00		\$750.00
	Leadership Team Training	\$375.00	\$0.00		\$375.00
	Drill Design	\$1,500.00	\$0.00		\$1,500.00
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Equipment		\$10,700.00	\$0.00	\$0.00	\$10,700.00
	Props	\$4,000.00	\$0.00		\$4,000.00
	Long Ranger upgrades	\$500.00	\$0.00		\$500.00
	Bass Drum Head Printing	\$900.00	\$0.00		\$900.00
	Front Ensemble Equipment	\$500.00	\$0.00		\$500.00
	Sideline Panels	\$900.00	\$0.00		\$900.00
	Professional Banner	\$1,000.00	\$0.00		\$1,000.00
	Winter Guard	\$2,400.00	\$0.00		\$2,400.00
	Electronics	\$500.00	\$0.00		\$500.00
Fees		\$2,989.00	\$0.00	\$0.00	\$2,989.00
	Booster Insurance	\$205.00	\$0.00		\$205.00
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	KMEA Fees	\$600.00	\$0.00		\$600.00
	Bank Fees	\$150.00	\$0.00		\$150.00
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MISC		\$1,050.00	\$0.00	\$0.00	\$1,050.00
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Recognition Recruiting		\$5,550.00	\$0.00	\$0.00	\$5,550.00
	Band Banquet- Catering	\$2,500.00	\$0.00		\$2,500.00
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	Pool Party	\$350.00	\$0.00		\$350.00
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	Senior Night	\$800.00	\$0.00		\$800.00
Supplies		\$6,550.00	\$0.00	\$0.00	\$6,550.00
	Fundraising Supplies	\$6,000.00	\$0.00		\$6,000.00
	Booster Supplies	\$50.00	\$0.00		\$50.00
	Band Director- Supplies	\$500.00	\$0.00		\$500.00
Travel Transportation		\$17,475.00	\$0.00	\$0.00	\$17,475.00
	Trailer Maintenance	\$1,500.00	\$0.00		\$1,500.00
	Trailer Insurance & Registration	\$575.00	\$0.00		\$575.00
	Box Truck Rental	\$3,300.00	\$0.00		\$3,300.00
	Mileage Reimbursement	\$2,000.00	\$0.00		\$2,000.00
	Disney Mileage Reimbursement	\$1,000.00	\$0.00		\$1,000.00
	Hotel Payment	\$4,500.00	\$0.00		\$4,500.00
	BOA Transportation	\$4,500.00	\$0.00		\$4,500.00
	Opposite Day BOA Tickets	\$100.00	\$0.00		\$100.00
Uniforms		\$10,850.00	\$0.00	\$0.00	\$10,850.00
	Uniforms & Dry Cleaning	\$750.00	\$0.00		\$750.00
	Glove/Shoe Payment	\$2,100.00	\$0.00		\$2,100.00
	Custom Uniforms	\$8,000.00	\$0.00		\$8,000.00
Carryover Balance	Carryforward to next year	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Total Monthly Expenses		\$66,089.00	\$0.00	\$0.00	\$66,089.00
					Reimbursements

BANK BALANCE			
Beginning Balance	Deposits	Withdrawals	Current Balance
\$24,078.02	\$0.00	\$0.00	\$24,078.02

NOTES: