

Request to Place an Item on the AgendaName: Katrena SmithAddress: ICS

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: Community EducationCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Mark Thomas

Description of Issue: _____

Specific Action Requested: Request for annual Fill the Busevent /fund raiser/ approvalJuly 19-23, 2021Check 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.

Review/Revised: 3/13/06

2021-22 Community Education "Fill the Bus" Plan of Action

Event date: July 19-23, 2021

Send contribution request letters to local businesses.

Send flyer to WEKT, WHOP, and WNKJ radio stations, Todd County Chamber of Commerce, Rotary Club, and Todd County Standard.

Put flyer on District Facebook page, District website and calendar, KCEA Facebook, my personal Facebook.

Collaborate with TCS FRYSC staff to contact known families in need who cannot attend back to school events and let them know supplies will be available to the students the first day of school.

WHOP will want to do a phone interview.

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

June 21, 2021

Business name
Address
Elkton, KY 42220

Greetings,

I am writing on behalf of Todd County Community Education requesting a monetary donation for our "Fill the Bus" event. Monetary donations will be used to purchase school supplies that will be distributed by each school's Family Resource and Youth Service Center 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