

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: IX B DATE: June 3, 2022

TOPIC/TITLE: School Fundraiser Requests

PRESENTER: Danny Adkins

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 Fundraiser(s): Huntertown Library (Scholastic Book Fairs: Fall 2022 and Spring 2023, service projects); WCHS Cheerleading (Car Wash/Bake Sale/Donations).

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 ElementaryDate: May 13, 2022Person/Club/Organization: Dena Beck/LibraryFund-Raiser Requested: Scholastic Book Fairs

Is this a Service Project per Board Policy 09.33?

☐ Yes☒ NoProduct to be Sold: books, bookmarks, erasers, pencils, etc.Number of Students Participating: 450Expected Beginning Date: Oct. 17, 2022

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

Expected Ending Date: Oct. 21,, 2022

| | <u>PROJECTED</u> | <u>ACTUAL</u> |
|--|--------------------|---------------|
| 1. Gross Sales: | \$ <u>5,000.00</u> | \$ _____ |
| 2. Expenses/Cost of Goods Sold: | \$ <u>3,500.00</u> | \$ _____ |
| 3. Total Profit: | \$ <u>1,500.00</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> |
|---|--------------------|---------------|
| Profit will be used to purchase Books and pay for an author visit | \$ <u>1,500.00</u> | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

6. Sponsor's Signature: Dena Beck Date: 5/13/227. 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 5-24-228. As Superintendent, I ☒ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature: Dan Ady Date 6-8-22

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

Date sent: _____ Signature of Superintendent: _____

RECEIVED

Review/Revised: 6/27/2016

MAY 25 2022

WOODFORD COUNTY PUBLIC SCHOOLS



22/23 BOOK FAIR FUNDRAISER REPORT

FOR 2022 13

| ACCOUNTS FOR: 090 HUNTERTOWN ELEMENTARY SCHOOL | | | | | | | | | | | | | |
|--|--|---------------|--|----------------|--|------------|--|-----------------|--|------------------|--|-----------------|--|
| ORIGINAL APPROP | | TRANS/ADJSMTS | | REVISED BUDGET | | YTD ACTUAL | | ENCUMBRANCE/REQ | | AVAILABLE BUDGET | | % USED | |
| 7267 LIBRARY-DAF | | | | | | | | | | | | | |
| 090210 HT DISTRICT ACTIVITY REVENUE | | | | | | | | | | | | | |
| -10,718.61 | | | | 5,655.61 | | -5,063.00 | | -11,276.55 | | 0.00 | | 6,213.55 222.7% | |
| 0902859 DAF LIBRARY | | | | | | | | | | | | | |
| 17,918.61 | | | | -12,855.61 | | 5,063.00 | | 4,048.77 | | 577.88 | | 436.35 91.4% | |
| TOTAL LIBRARY-DAF | | 7,200.00 | | -7,200.00 | | 0.00 | | -7,227.78 | | 577.88 | | 6,649.90 100.0% | |
| TOTAL HUNTERTOWN ELEMENTARY SCHOOL | | 7,200.00 | | -7,200.00 | | 0.00 | | -7,227.78 | | 577.88 | | 6,649.90 100.0% | |
| TOTAL REVENUES | | -10,718.61 | | 5,655.61 | | -5,063.00 | | -11,276.55 | | 0.00 | | 6,213.55 | |
| TOTAL EXPENSES | | 17,918.61 | | -12,855.61 | | 5,063.00 | | 4,048.77 | | 577.88 | | 436.35 | |

WOODFORD COUNTY PUBLIC SCHOOLS



22/23 BOOK FAIR FUNDRAISER REPORT

FOR 2022 13

| ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED | |
|-----------------|---------------|----------------|------------|-----------------|------------------|----------|--------|
| 7,200.00 | GRAND TOTAL | -7,200.00 | 0.00 | -7,227.78 | 577.88 | 6,649.90 | 100.0% |

** END OF REPORT - Generated by Tammy Yates **

Request Form for School Fund-Raisers

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School: Huntertown Elementary

Date: May 13, 2022

Person/Club/Organization: Dena Beck/Library

Fund-Raiser Requested: Scholastic Book Fairs

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

Product to be Sold: books, bookmarks, erasers, pencils, etc.

Number of Students Participating: 450

Expected Beginning Date: March 20, 2023 (Beginning date cannot be prior to the Board Meeting.)

Expected Ending Date: March 24, 2023

| | <u>PROJECTED</u> | <u>ACTUAL</u> |
|---------------------------------|--------------------|---------------|
| 1. Gross Sales: | \$ <u>5,000.00</u> | \$ _____ |
| 2. Expenses/Cost of Goods Sold: | \$ <u>3,500.00</u> | \$ _____ |
| 3. Total Profit: | \$ <u>1,500.00</u> | \$ _____ |

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.

| <u>ITEMS TO BE PURCHASED FROM PROFIT</u> | <u>PROJECTED</u> | <u>ACTUAL</u> |
|---|--------------------|---------------|
| Profit will be used to purchase Books and pay for an author visit | \$ <u>1,500.00</u> | \$ _____ |
| _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ |

6. Sponsor's Signature: Dena Beck Date: 5/13/22

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 Kiser Date: 5-24-22

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

Superintendent's rationale for not recommending this request:

Superintendent's Signature: Dan Osby Date: 6-8-22

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

RECEIVED

MAY 25 2022

WOODFORD COUNTY PUBLIC SCHOOLS



22/23 BOOK FAIR FUNDRAISER REPORT

FOR 2022_13

ACCOUNTS FOR: 090 HUNTERTOWN ELEMENTARY SCHOOL
ORIGINAL APPROP TRANS/ADJSTMS REVISED BUDGET YTD ACTUAL ENCUMBRANCE/REQ AVAILABLE BUDGET % USED

7267 LIBRARY-DAF

| | | | | | | |
|-------------------------------------|------------|-----------|------------|--------|----------|--------|
| 090210 HT DISTRICT ACTIVITY REVENUE | 5,655.61 | -5,063.00 | -11,276.55 | 0.00 | 6,213.55 | 222.7% |
| -10,718.61 | | | | | | |
| 0902859 DAF LIBRARY | -12,855.61 | 5,063.00 | 4,048.77 | 577.88 | 436.35 | 91.4% |
| 17,918.61 | | | | | | |
| TOTAL LIBRARY-DAF | 7,200.00 | 0.00 | -7,227.78 | 577.88 | 6,649.90 | 100.0% |
| 7,200.00 | | | | | | |
| TOTAL HUNTERTOWN ELEMENTARY SCHOOL | -7,200.00 | 0.00 | -7,227.78 | 577.88 | 6,649.90 | 100.0% |
| 7,200.00 | | | | | | |
| TOTAL REVENUES | 5,655.61 | -5,063.00 | -11,276.55 | 0.00 | 6,213.55 | |
| -10,718.61 | | | | | | |
| TOTAL EXPENSES | -12,855.61 | 5,063.00 | 4,048.77 | 577.88 | 436.35 | |
| 17,918.61 | | | | | | |

WOODFORD COUNTY PUBLIC SCHOOLS



22/23 BOOK FAIR FUNDRAISER REPORT

FOR 2022 13

| ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCE/REQ | AVAILABLE BUDGET | % USED |
|-----------------|---------------|----------------|------------|-----------------|------------------|-----------------|
| 7,200.00 | GRAND TOTAL | -7,200.00 | 0.00 | -7,227.78 | 577.88 | 6,649.90 100.0% |

** END OF REPORT - Generated by Tammy Yates **

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School: Woodford County High School

Date: 4/14/2022

Person/Club/Organization: WCHS Cheer

Fund-Raiser Requested: Car washes/Bake Sales/donations

Is this a Service Project per Board Policy 09.33?

☐ Yes☒ No

Product to be Sold: Requesting Donations (financial & tangible) car washes, baked goods, yard sale items

Number of Students Participating: 25-35 WCHS Cheerleaders

Expected Beginning Date: July 1, 2022

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

Expected Ending Date: March 31, 2023

| | <u>PROJECTED</u> | <u>ACTUAL</u> |
|--|------------------|---------------|
| 1. Gross Sales: | \$ 2,000 | \$ |
| 2. Expenses/Cost of Goods Sold: | \$ 0 | \$ |
| 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 <u>this event</u> are to be spent. | | |

| <u>ITEMS TO BE PURCHASED FROM PROFIT</u> | <u>PROJECTED</u> | <u>ACTUAL</u> |
|---|------------------|---------------|
| Pay for supplies, travel, equipment, and entry fees | \$ 2,000 | \$ |
| | \$ | \$ |
| | \$ | \$ |

6. Sponsor's Signature:  Date: 6/3/227. 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: 6/3/228. As Superintendent, I ☒ recommend ☐ do not recommend this project.

Superintendent's rationale for not recommending this request:

Superintendent's Signature:  Date: 6-8-22

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Date sent: _____ Signature of Superintendent: _____

Review/Revised: 6/27/2016

WOODFORD COUNTY PUBLIC SCHOOLS



CHEER

| JOURNAL DETAIL 2022 1 TO 2022 12 | | | | | | | | | |
|----------------------------------|----------------------------|----------------------|-----------------|-----------------------|----------------|------------|---------|------------------|-------------|
| FOR 2022 12 | ACCOUNTS FOR: | SCHOOL ACTIVITY FUND | ORIGINAL APPROP | TRANSFERS/ADJUSTMENTS | REVISED BUDGET | YTD ACTUAL | ENC/REQ | AVAILABLE BUDGET | PCT USE/COL |
| 73255 | CHEERLEADING-SAF | | 6,500 | -6,500 | 0 | -1,492.36 | .00 | 1,492.36 | 100.0% |
| | TOTAL SCHOOL ACTIVITY FUND | | 6,500 | -6,500 | 0 | -1,492.36 | .00 | 1,492.36 | 100.0% |
| | TOTAL REVENUES | | -27,903 | 8,467 | -19,436 | -8,804.14 | .00 | -10,632.25 | |
| | TOTAL EXPENSES | | 34,403 | -14,967 | 19,436 | 7,311.78 | .00 | 12,124.61 | |