

FOR OFFICE USE ONLY

Date Submitted _____
 Vendor Contract Agreement Attached _____
 Weekly Accounting Report Attached _____

KENYON-WANAMINGO SCHOOLS Activity Fundraiser Request Form

- As described in School Board Policy 511, the district intends to meet the basic needs of all programs through its annual budgeting process. Fundraising may be approved by the board to enhance a program. The school board recognizes a desire and a need by some school sponsored student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.
- All school sponsored fundraising activities must be approved in advance by the superintendent or his/her designee. Participation in non-approved activities shall be considered a violation of school district policy and will be addressed through progressive disciplinary action.
- The board will review fundraiser requests at regular meetings in May, October, and March only.
- All requests must also align with the guidelines of district policies 533 – Wellness, 610 – Field Trips, and 902 – Facilities Use.

Name of School Sponsored Activity: Choir

Advisor in Charge: Hannah Johnson

Start Date of Activity: ~ Feb TBD End Date of Activity: ~ Feb TBD - one day event

Type of Activity/Fundraiser: Dad's Belgian Waffles Fundraiser

Is signing a contract or agreement involved? ☒ YES ☐ NO
 (The superintendent is the only district employee with the authority to contract with another entity.)

Identify the vendor/company involved: Dad's Belgian Waffles

Is the contract or agreement attached?

☒ YES ☒ NO
☐ YES ☒ NO

Time – Does it involve school time?

↓
 '23
 agreement
 attached

need to
 set a
 date
 ↓
 looking at
 the calendar
 to avoid too
 many conflicts

If "YES" please state the exact times in the "Comments" section below.

Price of Admission/Fundraiser Item: \$10 per plate

Proceeds to be used for: Student/Choir accounts.

Various expenses for student travel, student event fees for contests

Comments: Repeated fundraisers

Advisor Signature: [Signature] Date: 5-30-25

Student Officer Signature: _____ Date: _____

Building Principal: M. R. [Signature] Approved _____ Not Approved Date: 6-4-25

Business Manager: ☒ Accounting Procedures in Place Date: 6-10-25

Superintendent: ☒ Approved _____ Not Approved Date: 6/10/25

School Board: _____ Approved _____ Not Approved Date: _____

Revised October 24, 2016