

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: Sept/Oct 2025 End Date of Activity: Sept/Oct 2025

Type of Activity/Fundraiser: Popcorn sales for Chicago Music Trip

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: Double Good Popcorn

Is the contract or agreement attached? YES X NO

Time – Does it involve school time? YES X NO

unsm,  
will check

will  
decide  
it approved

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

Price of Admission/Fundraiser Item: \$ 11-14

Proceeds to be used for: Chicago Music Trip Spring 2026

50% of  
profit goes  
directly to  
student  
accounts.

Comments: I know many people (ch./r/music) who  
used JMS fundraiser recently and it was VERY  
Successful.

Advisor Signature: [Signature] Date: 5/12/25

Student Officer Signature: Vanessa Bortel Date: 5/12/25

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m.r.  
Building Principal: ☒ Approved ☐ Not Approved Date: 5-13-25

Business Manager: ☒ Accounting Procedures in Place Date: 5-5-2025

Superintendent: ☒ Approved ☐ Not Approved Date: 5/14/25

School Board: ☐ Approved ☐ Not Approved Date: \_\_\_\_\_

Revised October 24, 2016