

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: Kenyon- Wanamingo Band

Advisor in Charge: Claire Larson

Start Date of Activity: August 16 7 Either one 9-11 a.m.  
August 30 End Date of Activity: \_\_\_\_\_

Type of Activity/Fundraiser: Car Wash in Back Parking Lot of KCW

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

Identify the vendor/company involved: N/A

Is the contract or agreement attached? \_\_\_\_\_ YES X NO

Time – Does it involve school time? \_\_\_\_\_ YES X NO

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

Price of Admission/Fundraiser Item: Donation -

Proceeds to be used for: Trip for 2026

Comments: This is for any students who want to raise some money for the Spring trip

Advisor Signature: Clayton Date: 5-14-25

Student Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Building Principal: <sup>M.B.</sup> ☒ Approved ☐ Not Approved Date: 5-15-25

Business Manager: ☒ Accounting Procedures in Place Date: 5-15-25

Superintendent: ☒ Approved ☐ Not Approved Date: 5/15/25

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

Revised October 24, 2016