



# UNITED TOWNSHIP

## HIGH SCHOOL DISTRICT 30

To: Board of Education  
From: Janice Roome, Comptroller  
CC: Dr. Jay Morrow  
Date: December 8, 2025  
Re: Permission to create a STAR Tree activity account

### Background Information

The UTHS Gifting Holiday Assistance Program for Students (STAR Tree) program started as the Angel Tree to provide support to special education students. It was part of the Interact Club (a service and international understanding club sponsored by Rotary International). The Angel Tree has since evolved into a staff run project supporting all students in need during the holiday season.

### Administrative Considerations

The STAR Tree is managed by a committee of staff members. Students are nominated by UTHS and UTEC staff. From those nominations, a list of students (including any UTHS siblings) is compiled and the students complete a confidential "wish list" form (see attached).

The wish lists are transformed into tags placed on a tree. Tags are selected by staff who will shop for the student with a \$75 spending limit. Fundraising efforts provided money for the committee to purchase the gifts on any unclaimed tags as well as supplies. No tags are left unfilled.

The committee holds a wrapping party to wrap, package, and distribute all of the gifts. Please join them on December 11, 2025! Students may choose whether to take gifts home or have them delivered.

2024 was the first year of the Star Tree with impressive statistics:

Students Served	82 (71 families)
Shopped for by individual	65
Shopped for with fundraising money	17
Funds Raised	\$5,912

A portion of the unspent fundraising dollars was used to purchase \$75 Walmart gift cards to provide emergency assistance to students having major life events and needing items that could not be provided by the UTHS Cares room.

### Options Considered

Because this is a staff initiative rather than a student club, and to protect student privacy, this account should be separate from any student activity account. A separate accounting of funds will also assist the committee with budgeting and planning.

### Fund Source

The unspent STAR Tree funds in the Interact Club account will be transferred to a new STAR Tree account as part of the Athletics and Activity funds.

### Recommendation

We recommend the creation of a separate STAR Tree account as part of the Athletics and Activity funds.