

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: K.W. Elementary - Scholastic Book Fair

Advisor in Charge: Yvette P. Stevenson

Start Date of Activity: 3/23/26 End Date of Activity: 3/25/26

Type of Activity/Fundraiser: Book Fair

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: Scholastic

Is the contract or agreement attached? YES NO

Time – Does it involve school time? YES NO

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

Price of Admission/Fundraiser Item: 0.

Proceeds to be used for: Media Center

Comments: Open 2p-8p on March 23 for conferences

Advisor Signature: [Signature] Date: 2/13/26

Student Officer Signature: _____ Date: _____

Building Principal: Approved Not Approved Date: 2/13/26

Business Manager: Accounting Procedures in Place Date: 2/13/26

Superintendent: Approved Not Approved Date: 2/18/2026

School Board: Approved Not Approved Date: _____

Revised October 24, 2016