



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF LEARNING AND TEACHING

TO: Dr. Kent Mutchler
FROM: Shonette Sims
CC: Andy Barrett,
RE: Burlington Grand Opening School Award
DATE: August 1, 2018

As you may be aware, Burlington is opening a new store in Geneva soon. With each new store opening, they partner with AdoptAClassroom.org to donate funds to a school of need in the new community based on Title I criteria. For our school community, that school is Harrison Street Elementary School. Burlington awards \$10,000 to the school. Staff will be registered with AdoptAClassroom and will have an account allowing them to spend the funds through their on-line marketplace. They will have 12 months from registration to spend the funds.

As recipients of the funds, we are asked: to hold an assembly at the receiving school where the “big” check is presented, to invite local school and school board officials to the presentation assembly, to invite local or school based press/communications persons to the event, to promote the event locally, and to keep this under wraps until the assembly; as they like for the teachers to be surprised.

Laura, Brenna, and I have been in communication with the marketing manager, new store marketing specialist, and the account manager-sponsorship personnel for Burlington via phone and email. We have tentatively set up Tuesday, September 4th at 1:45 as the day to receive the donation at an assembly at Harrison Street School.