



# McCCORDSVILLE ELEMENTARY SCHOOL



August, 2, 2019

Dr. Parker,

I am writing to request permission to host a walkathon fundraiser to support student activities, building level technology as well as educational materials. Students will be sponsored by those that wish to participate and there will be tiered prizes. The culminating activity will be the actual walkathon on our track. It will be a large celebration for all, not just those that collected funds.

We would like to begin our drive on Tuesday August 20. The walkathon will take place on September 20, with a rain date of September 27.

Thank you for your consideration!

Respectfully,

*Stephanie Miller*  
Stephanie Miller

*Joe Parker 8/7/19*

*Add to board consent  
agenda for 8/14/19*

**MT. VERNON COMMUNITY SCHOOL CORPORATION**  
**Fundraiser Request Procedures and Application Form**

1. I understand all fundraisers must be approved by the MVCSC School Board prior to the start date. undefined
2. I understand the Fundraising Request Form must be filled out completely. Yes
3. I understand the Fundraising Request Form will not be submitted for School Board approval until the teacher/sponsor/coach has met with Treasurer to review accounting and deposit procedures. undefined
4. I understand the completed forms must be submitted to the designated building administrator for approval.  
Yes
5. I understand fundraisers can last no longer than two weeks unless approved by the administration (maximum is 30 days with administrator approval). See additional information about MVHS Money Guidelines. Yes
6. I understand every attempt will be made to avoid overlapping, similar fundraiser activities. Yes
7. I understand fundraiser proceeds must be deposited into a school account immediately upon receipt. (Do not keep all the funds waiting for all the payments to come in. Funds should be deposited within 24 hours of receipt). Yes
8. I understand the Fundraiser Revenue Received Form must be turned in with all deposits. Yes
9. I understand all profits from fundraisers must be spent on students by the end of the current school year. Yes
10. I understand the teacher/sponsor/coach running the fundraiser must provide written documentation from the fundraising company describing the number of items purchased and the total cost that must be paid by the school group to the fundraising company. Yes
11. I understand the person requesting the fundraiser is responsible in the event of a shortage of funds. Yes
12. I understand failure to follow all guidelines may result in the denial of future fundraising activities for the sponsor. Yes
13. I understand if the purpose of the project is to raise money or goods for a non-school group or charity, the sponsor or officers must make a presentation to the School Board before approval can be granted. Yes

School Where Fundraiser is Requested: Mt. Vernon Middle School

Class/Club/Sport: MVMS Choir

Name of Teacher/Sponsor/Coach: Jill Stewart

Purpose of Raising Funds: Music and Accompanist

Briefly describe your fundraiser (product/activity): Century Resources (Cheese and Sausage, chocolates)

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): Todd Ellis, Century Resources. Brochure sales

Duration of Fundraising Activity: 2 weeks

Beginning Date: 9/13/2019 Ending Date: 9/27/2019

Will you need use of school facilities? No

If yes, list the date and time: 9-13-19 3:40 PM

If yes, list the facilities needed: MVMS Cafeteria

Details about the Fundraiser: Cost of product (per item): \$12 - \$25

Amount to be paid to the company or % of sales: 60%

Profit per item: 40%

Estimated total gross sales: 14000

Estimated total cost of items: 8400

Estimated net profit: 5600

Will the company accept returns? Yes

If not, what will be done with the unsold or unwanted items:

Returns are allowed.

Please give any additional information that might be relevant: This fundraiser is an annual event in coordination with the middle and high school choirs and bands. The more product we sell, the higher the percentage earned. It's possible that we will have a 50/50 split rather than a 60/40.

Gill Stewart  
\_\_\_\_\_  
Sponsor Signature

8/5/19  
\_\_\_\_\_  
Date

**Meeting Verification:**

Kay Burdine  
\_\_\_\_\_  
Signature of Building Treasurer

8/6/19  
\_\_\_\_\_  
Date

**Approved by:**

[Signature]  
\_\_\_\_\_  
Signature of Building Administrator

8/5/19  
\_\_\_\_\_  
Date

[Signature]  
\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date of Board Approval  
Add to 8/19/19 consent agenda.

**MT. VERNON COMMUNITY SCHOOL CORPORATION**  
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School Where Fundraiser is Requested: Mt. Vernon Middle School

Class/Club/Sport: Band

Name of Teacher/Sponsor/Coach: Stephen W Day

Purpose of Raising Funds: Costs of running the middle school band...music, events, clinics, judges, some accessories and materials for instruments, class rewards and celebrations

Briefly describe your fundraiser (product/activity): Selling chocolates, cheeses, sausages, cheesecakes, cookie dough

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): Century Resources, Century Pride and Sweet Treats brochures, Todd Ellis, take orders and collect money when the product is delivered

Duration of Fundraising Activity: 2 weeks

Beginning Date: 9/13/2019 Ending Date: 9/27/2019

Will you need use of school facilities? Yes

9-13-19

If yes, list the date and time: ~~10/21/2019~~ 3:40:00 PM

If yes, list the facilities needed: MVMS cafeteria

Details about the Fundraiser: Cost of product (per item): Ranges from \$10-\$24

Amount to be paid to the company or % of sales: 50%

Profit per item: 50%

Estimated total gross sales: 60000

Estimated total cost of items: 30000

Estimated net profit: 30000

Will the company accept returns? No

If not, what will be done with the unsold or unwanted items:

Find other buyer

Please give any additional information that might be relevant: We've done this fundraiser successfully and without incident for 15 years

[Signature]  
Sponsor Signature

8/6/2019  
Date

**Meeting Verification:**

May Burdine  
Signature of Building Treasurer

8/6/19  
Date

**Approved by:**

[Signature]  
Signature of Building Administrator

8/5/19  
Date

[Signature]  
Signature of Superintendent

Date of Board Approval

Add to 8/19/19 Board consent agenda

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School Where Fundraiser is Requested: Mt. Vernon High School

Class/Club/Sport: Girls and Boys Basketball

Name of Teacher/Sponsor/Coach: Julie Shelton and Ben Rhoades

Purpose of Raising Funds: To help support the girls and boys basketball teams

Briefly describe your fundraiser (product/activity): A bowling night at Strike Force Lanes

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): Bowling, 50/50 raffle, Lane Sponsor signs, silent auction

Duration of Fundraising Activity: Tickets for bowling will go on sale early August the event will be September 14th

Beginning Date: 9/14/2019 Ending Date: 9/14/2019

Will you need use of school facilities? No

If yes, list the date and time:

If yes, list the facilities needed:

Details about the Fundraiser: to bowl

Cost of product (per item): \$15 per student to bowl \$20 per adult

Amount to be paid to the company or % of sales: \$7 per bowler

Profit per item: \$8 or \$13

Estimated total gross sales: 4000

Estimated total cost of items: 1200

Estimated net profit: 2800

Will the company accept returns? N/A

If not, what will be done with the unsold or unwanted items:  
N/A

Please give any additional information that might be relevant: N/A

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**Meeting Verification:**

Lisa Toppe  
Signature of Building Treasurer

8/2/19  
Date

**Approved by:**

B. Sharp  
Signature of Building Administrator

7.31.19  
Date

[Signature]  
Signature of Superintendent

\_\_\_\_\_  
Date of Board Approval

Add to board consent agenda shalia

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School Where Fundraiser is Requested: Mt. Vernon High School

Class/Club/Sport: Choir

Name of Teacher/Sponsor/Coach: Leigh Anderson

Purpose of Raising Funds: Regular costs incurred throughout the year to run the program, i.e. music and equipment purchases and upkeep, accompanist fees, transportation costs.

Briefly describe your fundraiser (product/activity): World's Finest Chocolate: Students sell boxes of 60 chocolate bars that are \$1/bar. We keep 50% of the profit.

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): World's Finest Chocolate. Direct sales, direct payment.

Duration of Fundraising Activity: 3 weeks

Beginning Date: 8/6/2019 Ending Date: 8/27/2019

Will you need use of school facilities? No

If yes, list the date and time:

If yes, list the facilities needed:

Details about the Fundraiser:

Cost of product (per item): \$1/chocolate bar

company

Amount to be paid to the company or % of sales: 50% paid to

Profit per item: 50% Profit

Estimated total gross sales: 4500

Estimated total cost of items: 4500

Estimated net profit: 2250

Will the company accept returns? No

If not, what will be done with the unsold or unwanted items:

Families buy the boxes at the end of the fundraising period and sell on their own to family and friends.

Please give any additional information that might be relevant: Currently we are the only group who sells WFC items at MVHS. This is our most profitable fundraiser for the choral program other than Snow Whirl.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**Meeting Verification:**

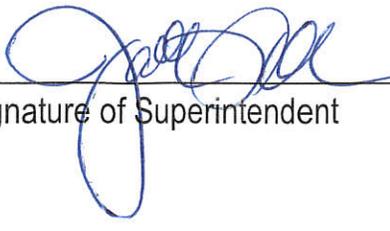
  
Signature of Building Treasurer

8/2/19  
Date

**Approved by:**

  
Signature of Building Administrator

7.31.19  
Date

 8/7/19

Signature of Superintendent

Date of Board Approval

Add to board consent  
agenda for 8/14/19

**MT. VERNON COMMUNITY SCHOOL CORPORATION**  
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School Where Fundraiser is Requested: Mt. Vernon High School

Class/Club/Sport: MVHS Theatre Department

Name of Teacher/Sponsor/Coach: Lindsay Davis

Purpose of Raising Funds: Fall Musical - Operating Budget

Briefly describe your fundraiser (product/activity): SnapRaise - Online donation campaign platform in which Cast and Crew and send 20 emails to their family and friends.

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): SnapRaise. Method of Sales: online giving

Duration of Fundraising Activity: 30 days

Beginning Date: 8/9/2019 Ending Date: 9/8/2019

Will you need use of school facilities? No

If yes, list the date and time:

If yes, list the facilities needed:

Details about the Fundraiser:

Cost of product (per item): 0

High School

Amount to be paid to the company or % of sales: Mt. Vernon

Profit per item: 100

Estimated total gross sales: 3000

Estimated total cost of items: 0

Estimated net profit: 3000

Will the company accept returns? N/A

If not, what will be done with the unsold or unwanted items:

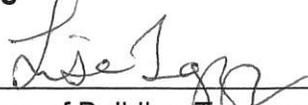
N/a

Please give any additional information that might be relevant: Thank you!

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

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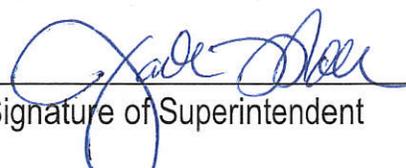
  
Signature of Building Treasurer

8/2/19  
Date

**Approved by:**

  
Signature of Building Administrator

7. 31. 19  
Date

 8/1/19  
Signature of Superintendent

\_\_\_\_\_  
Date of Board Approval

Add to board consent agenda  
for 8/1/19

**MT. VERNON COMMUNITY SCHOOL CORPORATION**  
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School Where Fundraiser is Requested: Mt. Vernon High School

Class/Club/Sport: MVHS Theatre Department

Name of Teacher/Sponsor/Coach: Lindsay Davis

Purpose of Raising Funds: Spring Musical - Operating Budget

Briefly describe your fundraiser (product/activity): SnapRaise - Online donation campaign platform in which Cast and Crew and send 20 emails to their family and friends.

What you are Selling/Activity Description (Name of product, company, sales representative and method of sales): SnapRaise. Method of Sales: online giving

Duration of Fundraising Activity: 30 days

Beginning Date: 1/16/2020 Ending Date: 2/20/2020

Will you need use of school facilities? No

If yes, list the date and time:

If yes, list the facilities needed:

Details about the Fundraiser:

Cost of product (per item): 0

High School

Amount to be paid to the company or % of sales: Mt. Vernon

Profit per item: 100

Estimated total gross sales: 3000

Estimated total cost of items: 0

Estimated net profit: 3000

Will the company accept returns? N/A

If not, what will be done with the unsold or unwanted items:

n/a

Please give any additional information that might be relevant: Thank you!

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

**Meeting Verification:**

Lisa Lopez

\_\_\_\_\_  
Signature of Building Treasurer

8/2/19

\_\_\_\_\_  
Date

**Approved by:**

B. Sharp

\_\_\_\_\_  
Signature of Building Administrator

7.31.19

\_\_\_\_\_  
Date

[Signature] 8/1/19

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date of Board Approval

Add to board consent agenda for 8/19/19