

LAKE COUNTY OFFICE OF EDUCATION  
Office of the Superintendent

**Child Development Programs**  
**Fundraising Activities 2018-2019**

**ISSUE**

Child Development Programs request Board approval for annual fundraising activities.

**BACKGROUND/PREVIOUS BOARD ACTIVITY**

Every year the Child Development Programs like to do special fundraising events to raise money for special events expenses that cannot be supported through the grant funding (ie: end of year celebration supplies, parent involvement incentives, etc).

Our programs that decide to participate in fundraisers will have children and families participate in Trike-A-Thons, Exercise-A-Thons, and Jog-A-Thons where pledges will be earned.

**DISCUSSION**

"A-Thons" are planned and approved by the parent advisory committee (who meet once a month) and the site supervisor at each program. Funds are raised to support specific events throughout the school year. Our staff assists in the "A-Thon's", maintaining the safety and oversight of the children.

Attached you will find a list of the proposed fundraisers by program, the estimated goal, approximate date of fundraiser(s), and the list of possible vendors that fundraiser funds will be spent on.

All forms given to families will be available in English and Spanish.

**FISCAL, STAFFING, AND FACILITIES**

1. First, the Site Supervisor at each program will discuss with the Parent Advisory Committee (PAC) the approval/disapproval of fundraising ideas.
2. Once the PAC has approved to hold an "A-Thon" fundraiser at their site, Pledge sheets will be handed out to each family (please see attached example of Pledge Sheet). A letter of "A-Thon" participation guidelines will also be given to each family (please see attached example of "Dear Parents: Participation Guidelines").
3. Parents/Families will then go out to the community and ask for sponsors and pledges. Parents will record the sponsors and amount on the pledge sheet.

4. Parents/Families then bring that "pledged" amount to the site supervisor, who will then record the amount (one lump sum), and process a receipt for the family member who turned in the money. The money is then to be locked up in a cash box, which is then locked in a cabinet at the site.
5. The Site supervisors then contact Megan Handy, who will pick up the money at the site, and provide a "receipt of pick-up" to the site supervisor.
6. Megan Handy will then bring the collected fundraising funds to the main office, where it will be recorded and entered into ESCAPE.
7. The funds will then be taken by Megan Handy or other designee, to LCOE main office - fiscal department, where the funds will be deposited into the correct account.
8. After funds have been deposited and a current balance has been given, Megan Handy will inform the Site Supervisors of the total amount that has been collected and is available to the site.
9. The Site Supervisors will inform the PAC of the amount that was raised and current total balance. A discussion and plan will then be made on how to spend the money within the current school year. Suggestions by LCOE staff can be made, but the decision is ultimately up to the consensus of the PAC.
10. This plan is then descriptively written up and submitted to Megan Handy. Once Megan has reviewed and accepted, Megan will begin the purchase order process to release the funds as planned.

**2017-2018 Fundraising Totals:**

I have attached a copy of the 2017/2018 preschool fundraising year-end totals. This form breaks down how much money was fundraised per site.

**SUPERINTENDENT'S RECOMMENDATION**

Report prepared by: Megan Handy  
Report presented to board by: Cynthia Lenners



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## Child Development Preschools - Fundraising Events 2018-2019

Program	Fundraiser	Date	Est. Goal (\$)	Actual Raised	Purpose	Vendors to be used for Purcashes
Burns Valley	Jog-A-Thon	November, 2018	\$500		Parental Involvement incentives, materials for classroom, end of year celebration	Amazon, Safeway, Walmart, Discount School Supply
East Lake	Trike-A-Thon	December 2018, March 2019	\$300		End of year celebration	Walmart, Safeway, Oriental Trading, Amazon, Lakeshore Learning, Lopez Jumpers.
Kelseyville	Trike-A-Thon / Jog-A-Thon / Obstacle-A-Thon	November 2018, February 2019	\$500		End of year field day, Class materials, Parent involvement incentives	Walmart, Safeway, Oriental Trading, Discount School Supplies, KV Lumber, Amazon, Insect Lore.
Lakeport	Trike-A-Thon / Jog-A-Thon	October 2018, Spring date TBD	\$750		Parental Involvement incentives, materials for classroom, end of year celebration, legacy gift	Walmart, Safeway, Oriental Trading, Amazon, Lakeshore Learning, Discount School Supply, Lee's Sporting Goods



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Lower Lake	Trike-A-Thon / Jog-A-Thon	December 2018, February 2019	\$250		End of year celebration	Walmart, Safeway, Oriental Trading, Amazon, Lower Lake Small Town Ceramics.
Lucerne	N/A					
Middletown	Jog-A-Thon / Trike-A-Thon	November 15, 2018	\$300		End of year celebration items, Classroom materials	Walmart, Safeway, Oriental Trading, Amazon
Pomo	N/A					



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Date: \_\_\_\_\_

## **Dear Families: Fundraising Participation Guidelines**

Dear Parents, Guardians, and Families of the \_\_\_\_\_(name of Preschool)\_\_\_\_\_ Preschool Program,

\_\_\_\_\_ (name of Preschool)\_\_\_\_\_ Preschool will be holding an "Exercise-A-Thon" Fundraiser! This will be a fundraiser to raise money for items such as: classroom supplies, end of the year celebration supplies, raffle prizes, etc.

Each child will be sent home with a pledge sheet where he/she can be sponsored for their participation in the "Exercise-A-Thon". We will hold the "Exercise-A-Thon" on the blacktop of our classroom playground on \_\_\_\_\_(date)\_\_\_\_\_.

The children will be encouraged and sponsored to run, walk, and move around the playground for a maximum of 15 minutes. We will be playing motivating music, supply appropriate exercise equipment, and will have plenty of water available. We are excited for this experience, and hope that you and your families can join in on the fun!

We ask that all pledge sheets and money be returned to the site by \_\_\_\_\_(specific date)\_\_\_\_\_.

The "Exercise-A-Thon" will start promptly at \_\_\_\_\_(time)\_\_\_\_\_.

If you have any questions or concerns please feel free to contact the Site Supervisor either in person, or by phone at \_\_\_\_\_(site phone number)\_\_\_\_\_. We would like to thank you in advance for your support!

Respectfully yours,

\_\_\_\_\_

Preschool Site Supervisor



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## "Exercise-A-Thon" Pledge Sheet

**Site:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

	Sponsor's Name	Phone Number	Pledge Donation (\$)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			