

LAKE COUNTY OFFICE OF EDUCATION  
Office of the Superintendent

**Child Development Programs  
Fundraising Activities 2017-18**

**ISSUE**

Child Development Programs request Board approval for annual fundraising activities.

**BACKGROUND/PREVIOUS BOARD ACTIVITY**

Every year the Child Development Programs like to do 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).

This year our department has chosen to not sell any items to collect fundraising funds. Instead, the 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 McDonald, who will pick up the money at the site, and provide a "receipt of pick-up" to the site supervisor.

6. Megan McDonald 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 McDonald 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 McDonald 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 McDonald. Once Megan has reviewed and accepted, Megan will begin the purchase order process to release the funds as planned.

**SUPERINTENDENT'S RECOMMENDATION**

The County Superintendent of Schools recommends approval of the fundraising activities.

Report prepared by: Megan McDonald

## Child Development Preschools - Fundraising Events 2017-2018

Program	Fundraiser	Date	Est. Goal (\$)	Actual Raised	Purpose	Vendors to be used for Purchases
Burns Valley						
East Lake	Trike-A-Thon	December 2017, March 2018	\$300		End of year celebration	Walmart, Safeway, Oriental Trading, Amazon, Lakeshore Learning, Lopez Jumpers.
Kelseyville	Trike-A-Thon / Jog-A-Thon	December 2017, February 2018	\$500		End of year field day, class materials	Walmart, Safeway, Oriental Trading, Discount School Supplies, KV Lumber, Amazon, Insect Lore.
Lakeport	Trike-A-Thon / Jog-A-Thon	November 2017, February 2018	\$500		Parental Involvement incentives, End of year celebration	Walmart, Safeway, Oriental Trading, Amazon, Lakeshore Learning, .
Lower Lake	Trike-A-Thon / Jog-A-Thon	December 2017, February 2018	\$250		End of year celebration	Walmart, Safeway, Oriental Trading, Amazon, Lower Lake Small Town Ceramics.
Lucerne						
Middletown	Trike-A-Thon / Jog-A-Thon	December 2017, March 2018	\$250		End of year celebration, classroom materials	Walmart, Safeway, Oriental Trading, Amazon, Wildlife Safari, Lakeshore Learning
Pomo						

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

# "Exercise-A-Thon" Pledge Sheet

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

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

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