



## Board of Education Agenda Request

Name/Business Name: Marie Bouma

Phone Number(s): 575-812-6044

Address or Site/Department:

Business & Finance

E-Mail Address: marie.bouma@alamogordoschools.org

Regular Meeting       Special Meeting       Work Session

Requested Meeting Date: June 23, 2022

Agenda Topic:

Fundraiser request

Agenda Category:     Action Item                       Presentations/Recognitions  
                                  Consent Agenda (Action)       Departmental Reports  
                                  Information to the Board         APS Board Policy Manual

Name and Title of Person(s) Presenting Agenda Item:

Marie Bouma, Chief Procurement Officer

**Please e-mail this form to [boardbook@alamogordoschools.org](mailto:boardbook@alamogordoschools.org) or [lisa.patterson@alamogordoschools.org](mailto:lisa.patterson@alamogordoschools.org) and attach all supporting documents to the e-mail.**

**Alamogordo Public Schools**  
1211 Hawaii Avenue  
PO Box 650  
Alamogordo, NM 88311-0650  
Phone: (575) 812-6044 \* Fax: (575) 812-6049

<b>Business and Finance Department</b>
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**TO:** Ken Moore, Superintendent

**FROM:** Marie Bouma

**Through:** Business & Finance

**DATE:** June 23, 2022

**RE:** Fundraiser Requests

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Please find below for the Board of Education's review and approval, multiple fund-raiser requests for SY 2022-2023. Please present them at the Regularly Scheduled BOE Meeting on June 23, 2022.  
Thank you!

**Athletic Department:**

**Athletics Department Varsity Cheer - \$2,000 – Sponsorships – 07/01/2022-12/31/2022**

**Athletics Department Varsity Cheer - \$1,000 – Jr. Tiger Cheer Camp – 08/20/2022-08/20/2022**

**Alamogordo High School:**

**AHS Mesa Club - \$3,500 – World's Finest Chocolate Sales – 07/01/2022-5/19/2023**

ALAMOGORDO PUBLIC SCHOOLS  
Fundraising / Project Application

FR- 0

Fundraising Log Number (B/F Use Only)

ALL FIELDS MUST BE COMPLETED BEFORE SUBMISSION FOR APPROVAL (Incomplete Forms Will Be Returned)

Alamogordo High School

School Name

MESA Club

Club / Team / Organization Name

\*If outside organization (i.e. PTAs, Booster Club) see additional documentation required.

23000.1000.56118.0000.046015.0000.00066.00

Complete Account Code (INCLUDING PROGRAM CODE)

START DATE: 07/01/2022

Beginning or Estimated Date of Sales or Activity  
(Upon commencement, daily deposits required.)

END DATE: 05/19/2023

Ending or Estimated Date of Completion of Sales or  
Activity (Collectible funds and/or disbursement to  
vendor must be within 60 days of ending date.)

Iron Heart Pinkney

SPONSOR'S NAME

Has signed agreement on file?

YES  NO

Activity to be conducted:

In School?  Out of School?

If Out of School Provide Location of Sales:

Out of school in kind community,

\* Please see definitions provided below:

In school is an activity where items are sold to staff and students of the particular school and on that campus only. Parents of students may be invited on campus to purchase such items (i.e. Book Fairs, Christmas Stores)

Out of school is an activity that does not limit the selling of an item to the school campus, but allows sales to the community or when the community is invited on to campus to purchase items, or participate (i.e. AHS Powder Puff Game, enchilada dinners, garage sales, etc.)

MESA Students/ Engineering Students/

Who will do the selling? Please be specific.

\$3,500.00

Anticipated Profit = Revenue minus Expenses

Describe in detail the proposed fundraising activity or project:

We will sell World's Finest Chocolate

For what purpose(s) will the proceeds be used for?

registration fees, associated travel expenses, meals, website fees, vinyl, CTSO,

Will a purchase order be issued to vendor for disbursements?  YES  NO

If YES, provide Vendor Name(s): World's Finest Chocolate

If NO, please explain (i.e. stock on hand from previous year; students bake items for sale at no cost to program):

Is the purpose of this fundraiser going to involve selling food?  YES  NO

Sponsor's acceptance of responsibility:

I am familiar with the District guidelines regarding fundraising activities. As sponsor for this activity and an employee of the district, I accept responsibility for conducting this activity in compliance with district guidelines and procedures.

If member of an outside agency: I understand that this is a non-school sponsored activity and if conducting the activity on campus I will comply with district guidelines and procedures.

Iron Heart Pinkney

Sponsor's Signature

Christina L. Calentine

05/25/2022

Date

Site Administrator's Signature

05/31/2022

Date

Director of Business & Finance, if applicable

Date

Board of Education Approval, if applicable (signature not required)

Date of Board Meeting

\*Outside agencies must complete a Facility Use Form and provide a certificate of insurance naming the District as an additional insured. Please attach to application for consideration of approval.

ALAMOGORDO PUBLIC SCHOOLS  
Fundraising / Project Application

FR- 0

Fundraising Log Number (B/F Use Only)

**ALL FIELDS MUST BE COMPLETED BEFORE SUBMISSION FOR APPROVAL (Incomplete Forms Will Be Returned)**

Athletics Department

School Name

23000.1000.41701.046330.0000.26112.000

Complete Account Code (INCLUDING PROGRAM CODE)

START DATE: 07/01/2022

Beginning or Estimated Date of Sales or Activity  
(Upon commencement, daily deposits required.)

END DATE: 12/31/2022

Ending or Estimated Date of Completion of Sales or  
Activity (Collectible funds and/or disbursement to  
vendor must be within 60 days of ending date.)

Varsity Cheer

Club / Team / Organization Name

\*If outside organization (i.e. PTAs, Booster Club) see additional documentation required.

Kendra Anderson

SPONSOR'S NAME

Has signed agreement on file?

YES  NO

Activity to be conducted:

In School?

Out of School?

If Out of School Provide Location of Sales:

Alamogordo Community

**\* Please see definitions provided below:**

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**Out of school** is an activity that does not limit the selling of an item to the school campus, but allows sales to the community or when the community is invited on to campus to purchase items, or participate (i.e. AHS Powder Puff Game, enchilada dinners, garage sales, etc.)

Varsity Cheerleaders and Coaching Staff

Who will do the selling? Please be specific.

2000

Anticipated Profit = Revenue minus Expenses

Describe in detail the proposed fundraising activity or project:

Sponsorships

For what purpose(s) will the proceeds be used for?

Choreography, Competitions, Camps, Travel, Equipment, Banquet, Team Meals,

Will a purchase order be issued to vendor for disbursements?  YES  NO

If YES, provide Vendor Name(s): The Winner's Circle, APS Graphics

If NO, please explain (i.e. stock on hand from previous year; students bake items for sale at no cost to program):

Is the purpose of this fundraiser going to involve selling food?  YES  NO

**Sponsor's acceptance of responsibility:**

*I am familiar with the District guidelines regarding fundraising activities. As sponsor for this activity and an employee of the district, I accept responsibility for conducting this activity in compliance with district guidelines and procedures.*

*If member of an outside agency: I understand that this is a non-school sponsored activity and if conducting the activity on campus I will comply with district guidelines and procedures.*

*Kendra Anderson*

Sponsor's Signature

*BILLY HAYS*

Site Administrator's Signature

05/26/2022

Date

05/26/2022

Date

Director of Business & Finance, if applicable

Date

Board of Education Approval, if applicable (signature not required)

Date of Board Meeting

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Athletics Department

School Name

23000.1000.41701.046330.0000.26112.000

Complete Account Code (INCLUDING PROGRAM CODE)

START DATE: 08/20/2022

Beginning or Estimated Date of Sales or Activity  
(Upon commencement, daily deposits required.)

END DATE: 08/20/2022

Ending or Estimated Date of Completion of Sales or  
Activity (Collectible funds and/or disbursement to  
vendor must be within 60 days of ending date.)

Varsity Cheer

Club / Team / Organization Name

\*If outside organization (i.e. PTAs, Booster Club) see additional documentation required.

Kendra Anderson

SPONSOR'S NAME

Has signed agreement on file?  YES  NO

Activity to be conducted:

In School?  Out of School?

If Out of School Provide Location of Sales:

Alamogordo Community

\* Please see definitions provided below:

**In school** is an activity where items are sold to staff and students of the particular school and on that campus only. Parents of students may be invited on campus to purchase such items (i.e. Book Fairs, Christmas Stores)

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Varsity Cheerleaders and Coaching Staff

Who will do the selling? Please be specific.

1000

Anticipated Profit = Revenue minus Expenses

Describe in detail the proposed fundraising activity or project:

Jr. Tiger Cheer Camp

For what purpose(s) will the proceeds be used for?

Choreography, Competitions, Camps, Travel, Equipment, Banquet, Team Meals,

Will a purchase order be issued to vendor for disbursements?  YES  NO

If YES, provide Vendor Name(s): The Winner's Circle

If NO, please explain (i.e. stock on hand from previous year; students bake items for sale at no cost to program):

Is the purpose of this fundraiser going to involve selling food?  YES  NO

**Sponsor's acceptance of responsibility:**

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Kendra Anderson

Sponsor's Signature

BILLY HAYS

Site Administrator's Signature

05/26/2022

Date

05/26/2022

Date

Director of Business & Finance, if applicable

Date

Board of Education Approval, if applicable (signature not required)

Date of Board Meeting

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