

Harborfields Central School District

2 OLDFIELD ROAD · GREENLAWN, NEW YORK 11740-1200
(631) 754-5320 Ext. 321 · FAX (631) 261-0068

October 29, 2014

Dear Harborfields' Community:

At the October 15th Board of Education meeting a modification to the existing fundraising protocol was proposed by the superintendent which included initiating a district Banner Project. The Banner Project will enable an individual, school organization, or community organization to purchase a banner in support of a specific club, program, or organization. The funds from the banner sale will support school and student activities.

Therefore, an individual or organization will be able to purchase a banner which may be displayed in designated locations, as specified on the attached Banner Project form.

If you have questions regarding the Banner Project, please contact Dr. Francesco Ianni, Assistant Superintendent for Administration and Human Resources.

Thank you.

Respectfully,



Diana Todaro
Superintendent of Schools

Attachments



Harborfields Central School District

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HARBORFIELDS BANNER PROJECT

The Harborfields' Banner project is intended to support Harborfields' student activities and/or athletics. A school-community member will have the ability to purchase a banner according to the designated format, as noted in the attachment. The funds received from this project will be deposited into the student activity account of the school.

The cost for a 3' by 4' or 3' by 6' banner is \$250.00. In placing an order for a banner, the donor will be able to designate the activity to be supported according to the following guidelines:

- 80% of the proceeds will be donated to a specific activity, as determined by the donor
- 20% of the proceeds will be donated to the student activity account of the school

The banner will be situated on athletic fences or in the gymnasium for a period of one year, from September through August. The banner may be displayed for a maximum of four years with an annual renewal rate of \$150.00.

The maximum number of banners to be ordered per outside fundraising event will be 25. If you are interested in purchasing a banner, the order needs to be submitted or returned to the following address:

Harborfields Central School District
Attn: Drew Cacciola, Director of Facilities
98 Taylor Avenue
Greenlawn, New York 11740

If you should have any questions, please contact Dr. Francesco Ianni, Assistant Superintendent for Human Resources and Administration at 754-5320 x322.

We thank you for supporting Harborfields' Banner project.



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BANNER REQUEST FORM

Size of Banner: 3' x 6'

Donor Name: _____

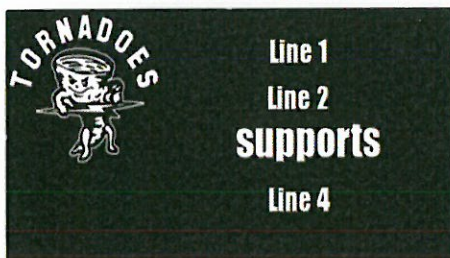
Contact Number: (____) _____

BANNER COST:

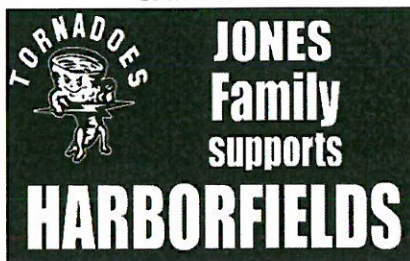
Initial Fee: \$250.00

Annual Renewal Fee: \$150.00

BANNER DESIGN



SAMPLE



TEXT TO BE DISPLAYED IN THE BANNER (Maximum number of 20 characters)

Line 1

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Line 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line 3

S	U	P	P	O	R	T	S												
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Line 4

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Distribution of Funds: 80% of the proceeds to go to _____ (i.e., robotics, football, etc.) and the remaining 20% will be donated to the student activity account of the school.

Please specify location: Football Stadium Baseball Fence Softball Dugout
 Tennis Fence Gymnasium (space is limited)

Please submit this form to:
Harborfields Central School District
Attn: Drew Cacciola, Director of Facilities
98 Taylor Avenue
Greenlawn, New York 11740

Please make check payable to:
Harborfields High School

The banner will be reviewed by the district, and if changes need to be made, you will be contacted.

Amount of Check: _____ Check #: _____ Date: _____ PO # _____



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HARBORFIELDS BANNER PROJECT

The following questions and responses provide an overview of the process for ordering a Harborfields' Banner.

How can students, parents, outside organizations, and community members purchase a banner?

- If a school-community member is interested in purchasing a Harborfields' Banner, then the attached completed Banner Request Form and check will need to be completed and submitted to the following address: Harborfields Central School District, Attn: Drew Cacciola, Director of Facilities, 98 Taylor Avenue, Greenlawn, New York 11740.
- The check should be payable to Harborfields High School for the cost of banner. The cost of a 3' by 4' banner or 3' by 6' banner would be \$250.00.

How will the banner be ordered?

- Upon receipt of the Banner Request Form and confirmation of a cleared check, the Director of Facilities will process the order. This process will follow established district policies and procedures for student activity purchases.

How will money be accounted for?

- The donations received from the individual or group purchasing a banner will be deposited into the school's student activity account. The student activity account will process payment for the banners. This process will follow established district policies and procedures for student activity accounting.
- The proceeds remaining from donations received will be distributed in the following manner, once all payments have been processed:

- 80% of the remaining funds from each banner purchased will be transferred from the student activity fund into the account of the team or activity specified on the Banner Request Form. The transfer will follow established district procedures for transfers between student activities. According to district policy, donations can be made from the student activity account to community organizations (i.e., Booster Club, PTA, etc.).
- 20% of the remaining funds will remain in the student activity fund.

Where will banners be located?

- This district will evaluate the facilities for appropriate banner locations and generate a list of these locations. In addition, the number of banners per location will be determined.
- The donor will be able to designate the location of the banner on school district facilities, as specified in the Banner Request Form to be approved by the director of facilities in order to ensure safety.
- The director of facilities will maintain a record of banner locations and renewals.

How long will the banner remain in the specified location?

- Once purchased, the banner will be situated on school facilities for the duration of one school year, in which it was purchased.
- The renewal of the banner will be offered at a discounted rate of \$150.00, yet the maximum period will be four years.

What is the banner size and template?

- The options for purchasing a banner would be 3' X 4' or 3' X 6', according to a specified district template.

If you may have questions regarding the Banner Project, please contact Dr. Francesco Ianni, Assistant Superintendent for Human Resources and Administration at 754-5320, ext. 322.