

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Archery	Project #	841

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS**-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Fund raising projects and expenses	b.	Party expenses	c.	Supplies
d.	Awards, plaques & prizes	e.	Field trip expenses	f.	Transportation/Mileage
g.	Convention expenses	h.	Dues & Registration fees	i.	Refreshments
j.	Contributions/Donations	k.	Speakers & expenses	l.	Refunds/Reimbursements
m.	Rental fees	n.	Printing expenses	o.	Printing & program expenses
p.	T-shirts	q.	Care & Upkeep of bldg. & grounds	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Academic Club	Project #	846

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Fund raising projects and expenses	b.	Supplies	c.	Postage
d.	Field trips and expenses	e.	Awards and trophies	f.	Club and organization dues
g.	Transportation and mileage costs	h.	Banquets, parties and expenses	i.	Refreshments
j.	Flowers and gifts	k.	Contests and entry fees	l.	Guest speakers and expenses
m.	Conventions and expenses	n.	Contributions and donations	o.	Film and processing
p.	Scrapbook	q.	T-shirts	r.	Refunds
s.	Transfers to other school activity accounts	t.	Officials for competition	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Art Club	Project #	851

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Supplies	b.	Meetings & refreshments	c.	Awards, prizes, gifts
d.	T-shirts	e.	Speakers & expenses	f.	Transportation, Mileage costs
g.	Banquets, parties, expenses	h.	Fundraising projects & expenses	i.	Field trips & expenses
j.	Flowers & decorations	k.	Classroom aids	l.	Entry, contestant & fees
m.	Transfer to other SA	n.	Donations	o.	Dues
p.		q.		r.	
s.		t.		u.	
.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND**

## BOARD APPROVED EXPENDITURES

School	Brink Junior High	Site #	610
Account Name	Band	Project #	853

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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### Approved Expenditures List

a.	Contests and entry fees	b.	Band accessories, music and supplies	c.	Awards and scholarships
d.	Clinic expenses and clinicians	e.	Fund raising projects and expenses	f.	Equipment and repairs
g.	Transportation and mileage costs	h.	Judging fees and expenses	i.	Membership dues
j.	Instruments	k.	Parties and expenses	l.	Accompanist expenses
m.	Convention expenses	n.	Refunds	o.	Transfers to other school activity accounts
p.	Programs/ printing expenses	q.	Computer, supplies and software	r.	Furniture for band room
s.	Uniforms/ t-shirts and accessory items	t.		u.	
v.		w.		x.	
y.		z.		aa.	
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## SCHOOL ACTIVITY FUND

## BOARD APPROVED EXPENDITURES

School	Brink Junior High	Site #	610
Account Name	Art Class Fees	Project #	854

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### Approved Expenditures List

a.	Fundraising proj & expenses	b.	Supplies	c.	Awards, plaques & prizes
d.	Field trip expenses	e.	Transportation and mileage expenses	f.	Dues/Registration Fees
g.	Refreshments	h.	Contributions/Donations	i.	Speakers & Expenses
j.	Refunds/Reimbursements	k.	Printing expenses	l.	Shirts
m.	Care & Upkeep of Bldg. & Grounds	n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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## SCHOOL ACTIVITY FUND

## BOARD APPROVED EXPENDITURES

School	Brink Junior High	Site #	610
Account Name	Bobcat Basics	Project #	858

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### Approved Expenditures List

a.	Awards	b.	Refunds	c.	Supplies
d.	Meeting and refreshment expenses	e.	Transportation and mileage expenses	f.	Flowers, gifts
g.	Speaker expense	h.	Membership dues	i.	Party expenses
j.	Transfers to other school activity accounts	k.		l.	
m.		n.		o.	
p.		q.		r.	
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## SCHOOL ACTIVITY FUND

## BOARD APPROVED EXPENDITURES

School	BRINK JR. HIGH	Site #	610
Account Name	Cheerleaders	Project #	862

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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### Approved Expenditures List

a.	Club and organization dues	b.	Clinic expenses	c.	Fund raising projects and expenses
d.	Pins, ribbons, emblems and awards	e.	Uniforms, accessories, and cleaning	f.	Supplies
g.	Film and processing	h.	Parties, banquet and expenses	i.	Equipment and repairs
j.	Awards, prizes and gifts	k.	Printing expenses and supplies	l.	Pep assembly supplies
m.	Contributions and donations	n.	Judging fees, tryout expenses and expenses	o.	Spirit sales (ribbons, stickers, etc.)
p.	Transportation and mileage costs	q.	Refunds	r.	Transfers to other school activity accounts
s.	Contest and entry fees	t.	Coaches fees	u.	Choreography and music expenses
v.	Rental fees and expenses	w.	Medical and first aid expenses	x.	Flowers and decorations
y.	Refreshments	z.	Shipping and handling	aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Chorus	Project #	863

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**Approved Expenditures List**

a.	Dues and fees	b.	Supplies	c.	Music
d.	Judging fees and expenses	e.	Plaques and awards	f.	Fund raising projects and expenses
g.	Field trips and expenses	h.	Transportation and mileage costs	i.	Salaries
j.	Equipment, repairs and maintenance	k.	Party expenses	l.	Accompanist expenses
m.	Clinicians	n.	Choreographer	o.	Uniform expenses
p.	Refunds	q.	Transfers to other school activity accounts	r.	Film & processing
s.	Flowers & decorations	t.	Tickets & Invitations	u.	Concert expense
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	FCCLA (Family Career and Community Leaders of America)	Project #	897

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**Approved Expenditures List**

a.	Awards	b.	Refunds	c.	Supplies
d.	Meeting and refreshment expenses	e.	Transportation and mileage expenses	f.	Flowers and gifts
g.	Speaker expenses	h.	Membership dues	i.	Party expenses
j.	Contests and entry fees	k.	Supplies/Materials	l.	Film and processing
m.	Convention expenses	n.	Donations/Contribution	o.	T-shirt and other accessories (i.e. keychains, socks, pins, etc.)
p.	Transfer to other school activity accounts	q.	Fund raising projects and expenses	r.	
s.		t.		u.	
v.		w.		x.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Gym	Project #	907

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**Approved Expenditures List**

a.	Awards, flowers and gifts	b.	P.E. equipment	c.	Classroom supplies
d.	Refreshments	e.	Fund raising projects and expenses	f.	Refunds
g.	Transfers to other school activity accounts	h.	Decals	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Home Economics	Project #	911

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**Approved Expenditures List**

a.	Supplies	b.	Fund raising projects and expenses	c.	Awards
d.	Flowers and gifts	e.	Equipment and repairs	f.	Refunds/Reimbursements
g.	Transfers to other school activity accounts	h.	Monogram and related expenses	i.	T-shirts/Sweatshirts
j.	Advertising	k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Library	Project #	925

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Books	c.	Purchase and repair of equipment and furniture
d.	Awards and gifts	e.	Field trips and expenses	f.	Club and organization dues
g.	Transportation and mileage costs	h.	Expenses for "National Library Week"	i.	Promotional posters and materials
j.	Audio-visual materials	k.	Periodicals and subscriptions	l.	Refunds/Reimbursements
m.	Transfers to other school activity accounts	n.	Flowers and decorations	o.	Conventions and expenses
p.	Computer software	q.	Supplies for resale	r.	Book fair
s.	Refreshments	t.	Presenter fees	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Multicultural Club	Project #	934

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Meetings and refreshments	c.	Awards, Prizes and Gifts
d.	Membership pins	e.	Jackets, T-shirts	f.	Speakers and expenses
g.	Transportation/ mileage costs	h.	Film and Development	i.	Banquets, parties, and expenses
j.	Fund raising project expenses	k.	Field trips and expenses	l.	Subscriptions
m.	Flowers and Decorations	n.	Food for Foreign Language Week	o.	Tickets and Invitations
p.	Games, VCR tapes, DVDs and classroom aids	q.	Entry and contest fees & expenses	r.	Transfers to other school activity accounts
s.	Donations	t.	Dues	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Jr High	Site #	610
Account Name	Native American Art Club	Project #	935

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Transportation & Lodging	c.	Awards & Gifts
d.	Flowers & Gifts	e.	Teaching or professional supplies	f.	Classroom Supplies
g.	Landscaping & Materials	h.	Refreshments	i.	Office Supplies
j.	Contributions & Donations	k.	Shirts	l.	Registration Fees
m.	Group Social Exp.	n.	Refunds/Reimbursements	o.	Printing Expenses
p.	Fundraising Expenses	q.	Care & Upkeep of bldg./grounds	r.	Computer & related items
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	National Junior Honor Society	Project #	937

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Fund raising projects and expenses	b.	Banquet, party and picnic expenses	c.	Supplies
d.	Awards, plaques and prizes	e.	Field trips and expenses	f.	Transportation and mileage costs
g.	Convention expenses	h.	Jewelry, patches, jackets, and shirts	i.	Dues and registration fees
j.	Flowers and gifts	k.	Induction supplies	l.	Contributions and donations
m.	Speakers and expenses	n.	Scholastic tournament expenses	o.	Camera, film, processing and supplies for digital printing
p.	Certificates and membership cards	q.	Refreshments	r.	Expenses for services projects
s.	Stationary and stamps	t.	Refunds / reimbursements	u.	Transfers to other school activity accounts
v.	Expenses for teacher appreciation (voted on by the students)	w.	Rental fees	x.	Printing and program expenses
y.	Postage and handling	z.	T-shirts	aa.	Care and upkeep of building and grounds
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	655
Account Name	NJHS State Convention	Project #	938

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Meals, refreshments	b.	Speakers	c.	Supplies
d.	Awards, gifts	e.	Meeting rooms	f.	Shirts
g.	Refunds	h.	Printing, program expenses	i.	Transportation
j.	Postage	k.	Fundraiser projects/expenses	l.	Field trips
m.	Funds to next hosting school	n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Newspaper	Project #	939

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Field trips and expenses	b.	Supplies for newspaper	c.	Printing expenses
d.	Plaques and awards	e.	Transportation and mileage costs	f.	Conventions, workshops and expenses
g.	Clinic and contest expenses	h.	Membership dues	i.	Refreshments
j.	Scholarships	k.	Camera supplies and photo service	l.	Postage
m.	Sponsor workshop fees and supplies	n.	Fund raising projects and expenses	o.	Contest entry fees
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	Computers, software, computer related equipment/ accessories and repairs
s.	Digital imaging equipment	t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Pom Pon Squad	Project #	949

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Transportation & Lodging	c.	Awards & Gifts
d.	Flowers & Gifts	e.	Refreshments	f.	Office Supplies
g.	Contributions/Donations	h.	Shirts	i.	Fundraisers & Exp
j.	Printing Exp	k.	Care & Upkeep of bldg. & grounds	l.	Refunds/Reimbursements
m.	Computer & related items	n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND**

## BOARD APPROVED EXPENDITURES

School	Brink Junior High	Site #	610
Account Name	Coke	Project #	957

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.** Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00.** A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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### Approved Expenditures List

a.	Refreshments	b.	Flowers and gifts	c.	Supplies
d.	Equipment	e.	Postage	f.	Registration fees
g.	Refunds/Reimbursements	h.	Transfers to other school activity accounts	i.	Decals
j.	Name tag and expenses	k.	Security and expenses	l.	Dues and fees
m.	Fundraising projects & expenses	n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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ww.		xx.		yy.	

## SCHOOL ACTIVITY FUND

## BOARD APPROVED EXPENDITURES

School	Brink Junior High	Site #	610
Account Name	Science Club	Project #	961

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.**

Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

### Approved Expenditures List

a.	Field trips and expenses	b.	Equipment and repairs	c.	Parties and expenses
d.	Transportation and mileage costs	e.	Contest prizes	f.	Membership dues
g.	Guest speakers and expenses	h.	Science fair and expenses	i.	Supplies
j.	Postage	k.	Fund raising projects and expenses	l.	Contributions and donations
m.	Refunds / reimbursements	n.	Transfers to other school activity accounts	o.	Awards and gifts
p.	Care and upkeep of building and grounds	q.	Film and processing expenses	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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## SCHOOL ACTIVITY FUND

## BOARD APPROVED EXPENDITURES

School	Brink Junior High	Site #	610
Account Name	Special Olympics	Project #	970

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

### Approved Expenditures List

a.	Supplies	b.	Transportation & lodging	c.	Awards & Gifts
d.	Flowers & gifts	e.	Teaching or professional supplies	f.	Classroom Supplies
g.	Landscaping & materials	h.	Refreshments for volunteers	i.	Office supplies
j.	Contributions & Donations	k.	Shirts, jackets & uniforms	l.	Registration/ Fees
m.	Group social expenses	n.	Refunds/Reimbursements	o.	Transfers to other School Activity Accounts
p.	Decals, Magnets, Pins	q.	Printing Expenses	r.	Fundraising Expenses
s.	Care & Upkeep of bldg. & grounds	t.	Computer & related items	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Student Council	Project #	973

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Fund raising projects and expenses	b.	Plaques and awards	c.	School landscaping and supplies
d.	Camera supplies, film and photo service	e.	Flowers and gifts	f.	Supplies
g.	Convention expenses	h.	Transportation, mileage, and lodging expenses	i.	Parties and expenses
j.	Contributions and donations	k.	Equipment and repairs	l.	Refreshments
m.	State and National dues	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	Postage and handling	q.	Field trips and expense	r.	Guest speakers and expenses
s.	T-shirts	t.	Snow cone supplies	u.	Staff appreciation gifts (student initiated and approved)
v.	Care and upkeep of building and grounds	w.	Subscriptions	x.	Printing and expenses
y.	Window painting and wall painting supplies for school spirit	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Student Store	Project #	974

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved.**

Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less.**

Forward all daily collections to the site administrator or designee. **No cash is to be stored overnight** in the classroom, in a vehicle or taken home.

**HOLD BAGS-All funds not counted or picked up by the school courier for evening/weekend activities should use a hold bag, fill out a hold bag form and put in the bank night deposit. Check out hold bags and night deposit keys from your school financial secretary.**

**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies for student store	b.	Student store employee salaries	c.	Professional meetings and trips
d.	Transportation, mileage, and lodging expenses	e.	Awards and gifts	f.	Machine rental and repair of equipment
g.	Flowers and gifts	h.	Teaching or professional supplies	i.	Artist in residence
j.	Guest speakers and expenses	k.	Landscaping supplies and materials	l.	Purchase and repair of equipment and furniture
m.	Hospitality room supplies and refreshments for volunteers	n.	Office supplies	o.	Contributions and donations
p.	Shirts, jackets and uniform	q.	Registration and contest fees	r.	Postage/Freight
s.	Contracted services	t.	Group social expenses and refreshments	u.	Orientation expenses
v.	Accompanist expenses for vocal music and band	w.	Refunds/Reimbursements	x.	Transfers to other school activity accounts
y.	Decals, magnets, pins and badges	z.	Publishing/Printing expenses/Binding	aa.	Testing and expenses
bb.	Fund raisers and expenses	cc.	Security	dd.	Care and upkeep of building and grounds
ee.	Telephone expenses	ff.	Dues and fees	gg.	Tutoring (Teacher Salary)
hh.	Progress reports	ii.	Special projects and expenses	jj.	Computer and related items
kk.	Software subscriptions	ll.	Classroom supplies	mm.	Admission expenses
nn.		oo.		pp.	
qq.		rr.		ss.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Technology Student Association (TSA)	Project #	982

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**All reconciliation records** should be completed and forwarded along with all receipts to the School Activity Office within ten working days after the conclusion of each fund raiser. The "Fund Raiser reconciliation" form should be used for this purpose. An "intermediate reconciliation" should be prepared if all the fund raiser items have not been sold by the ending date of the fund raiser. A final reconciliation should then be submitted when all items have been sold or by April 30 whichever is earlier.

**Approved Expenditures List**

a.	Supplies	b.	Transportation & Lodging	c.	Awards & Gifts
d.	Flowers & Gifts	e.	Teaching/Prof supplies	f.	Classroom Supplies
g.	Refreshments	h.	Office Supplies	i.	Contribution/Donations
j.	Shirts	k.	Fees	l.	Fundraising expenses
m.	Care & upkeep of bldg. & grounds	n.	Computer & related items	o.	Transfers to other School Activity accounts
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	CREW, formerly WEB	Project #	990

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Supplies	b.	Transportation & Lodging	c.	Awards & Gifts
d.	Flowers & Gifts	e.	Teaching/Prof supplies	f.	Refreshments
g.	Office Supplies	h.	Contribution/Donations	i.	Shirts
j.	Registration/Fees	k.	Group Social expenses	l.	Refunds/Reimbursements
m.	Transfers to other School Activity accounts	n.	Printing Expenses	o.	Fundraising expenses
p.	Care & upkeep of bldg. & grounds	q.	Classroom supplies	r.	Computer & related items
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND  
BOARD APPROVED EXPENDITURES**

School	Brink Junior High	Site #	610
Account Name	Yearbook	Project #	993

**Prior to collection of monies, ordering items or contracting services** for any fund raising activities, the account sponsor must file a "Request for Fund Raiser" application form with the Supervisor of the School Activity fund documenting the nature of the fund raising event. The site administrator, central office administrator and the Executive Director of Financial Services shall sign such form. **A copy** of the application form **will be returned when approved**. Each teacher/sponsor of a School Activity fund shall be furnished with receipt books consisting of duplicate, pre-numbered receipts. **Receipts shall be issued** by the **teacher/sponsor** to all persons remitting activity fund money in **excess of \$10.00**. A **list** of persons remitting monies shall be maintained by the teacher/sponsor for all **receipts of \$10.00 or less**.

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**Approved Expenditures List**

a.	Yearbook publication expenses	b.	Supplies	c.	Camera supplies and photo service
d.	Fund raising projects and expenses	e.	Transportation and mileage costs	f.	Plaques and awards
g.	Clinic expenses	h.	Sponsors' workshop fees and supplies	i.	Membership dues and registration fees
j.	Refreshments	k.	Scholarships	l.	Field trips and expenses
m.	Conventions and expenses	n.	Postage	o.	Workshop fees
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	Contest entry fees and expenses
s.	Equipment and repairs	t.	Computers, software, computer related equipment/ accessories and repairs	u.	Digital imaging equipment
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

