

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Academic Team	Project #	847

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.	Pins, patches, jackets, etc.	b.	Professional meetings and expenses	c.	Fund raising projects and expenses
d.	Film and processing	e.	Flowers and gifts	f.	Transportation & mileage costs
g.	Banquet and expenses	h.	Plaques, awards, trophies & ribbons	i.	Field trips and expenses
j.	Party and decoration expenses	k.	Printing	l.	Records, books, tapes & subscriptions
m.	Refunds	n.	Supplies	o.	Speakers and expenses
p.	Rental fees, equipment and repairs	q.	Contributions	r.	Registration fees
s.	Program expenses and repairs	t.	Concession supplies	u.	Meeting and refreshment expenses
v.	Dues and convention expenses	w.	Postage and freight	x.	Contest fees and expenses
y.	Installation and expenses	z.	Transfers to other school activity accounts	aa.	T-shirts
bb.	Judges and officials	cc.	Academic tournament expenses	dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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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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.	Meeting and refreshment expenses	c.	Membership dues, pins and patches
d.	Speaker and expenses	e.	Awards, prizes and scholarships	f.	Dues and convention expenses
g.	Registration fees and administration fees	h.	Film and processing, slide productions	i.	Banquet and party expenses
j.	Contest fees and expenses	k.	Tickets	l.	Postage and freight
m.	Supplies	n.	Records, books, magazines and subscriptions	o.	Printing and expenses
p.	Contributions / donations	q.	Workshop and clinic expenses	r.	Homecoming expenses
s.	Equipment, repairs and tools	t.	Transportation and mileage costs	u.	Meals and expenses
v.	T-shirts	w.	Flowers and gifts	x.	Artist in Residence
y.	Refunds/Reimbursements	z.	Transfers to other school activity accounts	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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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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.	Contest and entry fees	b.	Music	c.	Band accessories, equipment and supplies
d.	Technology & CD's	e.	Office supplies, equipment and repairs	f.	Programs
g.	Trophies, plaques and awards	h.	Transportation and mileage costs	i.	Clinic fees and expenses/clinicians
j.	Fund raising projects and expenses	k.	Scholarships	l.	Postage
m.	Cleaning band uniforms and expenses	n.	Field trips and expenses	o.	Band festival expenses
p.	Parties and expenses	q.	Instrument repairs	r.	Convention and workshop expenses
s.	Speakers	t.	Membership dues	u.	Refunds/Reimbursements
v.	Transfers to other school activity accounts	w.	Rental fees and expenses	x.	T-shirts, uniforms, and jackets
y.	Accompanist	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.	Party, meeting, entertainment & refreshment expenses	b.	Flowers and gifts	c.	Decorating supplies & expenses
d.	Pins, ribbons and awards	e.	Miscellaneous supplies	f.	Judges fees and expenses
g.	Clinic fees, camp fees, competition fees and expenses	h.	Transportations, mileage costs and trip expenses, lodging	i.	Uniforms/Tryout & Practice Clothing Items/Costumes/Accessories & Supplies
j.	Fund raising projects and expenses	k.	Expenses for speakers and assemblies	l.	Postage and freight
m.	Video & audio equipment, cameras, & related supplies	n.	Refunds & reimbursements	o.	Transfers to other school activity accounts
p.	Rental fees and expenses	q.	Membership & registration dues & fees	r.	Coaching fees
s.	Photography/Pictures	t.	Medical/First Aid Supplies	u.	Game related supplies & expenses
v.	DVD's, videos, cd's, audio tapes	w.	Banquet and meeting expenses	x.	Equipment repairs & maintenance agreements
y.	Cleaning supplies	z.	Contributions/Donations	aa.	Paper products/copy supplies
bb.	Video production expenses	cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Chorus	Project #	863

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.	Field trips and expenses	c.	Music and accessories
d.	Supplies	e.	Transportation and mileage costs	f.	Contest and entry fees
g.	Awards	h.	Flowers and gifts	i.	Programs and tickets
j.	Banquet expenses	k.	Choir robes, dresses, blazers, sweaters & other clothing items	l.	Salaries
m.	Equipment, supplies and repairs	n.	Decoration for concerts and musicals	o.	Tapes, books, records, cassettes and disks
p.	Piano tuning expenses	q.	Judging fees	r.	Membership dues
s.	Accompanist and expenses	t.	Postage	u.	Choreography
v.	Computer equipment and programs	w.	Convention expenses	x.	Party expenses
y.	Refunds / reimbursements	z.	Transfers to other school activity accounts	aa.	Dry cleaning expenses
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Jr. High	Site #	685
Account Name	FCCLA (Family Career and Community Leaders of America)	Project #	897

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 and materials	b.	Meeting and speaker expenses	c.	Membership dues, registration fees/conferences expenses
d.	Contribution and donations	e.	Officers' pins	f.	Fund raising projects and expenses
g.	Subscriptions	h.	Transportation and mileage expenses	i.	Awards and prizes
j.	Meeting and refreshments expenses	k.	Camera, equipment, supplies and processing expenses	l.	Tickets and invitation expenses
m.	Programs and printing expenses	n.	Uniforms and cleaning expenses	o.	Custodial expenses
p.	Field trips and expenses	q.	Banquet and party expenses	r.	Flowers and gifts
s.	Refunds/reimbursements	t.	Transfer to other school activity accounts	u.	Official FHA merchandise
v.	Computer software	w.	State/National Conventions and expenses	x.	Hotel Expenses
y.	Telephone expenses	z.	Contest and entry fees	aa.	Equipment and repairs
bb.	Speaker fees and expenses	cc.	Community service projects	dd.	Camp expenses
ee.	T-shirts/sweatshirts	ff.	Graduation accessories	gg.	Donations
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Earth Savers Club	Project #	903

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.	Field trips and expenses	b.	Parties and expenses	c.	Transportation/ mileage costs
d.	Contest prizes and awards	e.	Membership dues	f.	Film and processing
g.	Environmental projects	h.	Supplies	i.	Postage and printing
j.	Refunds/Reimbursements	k.	Guest speakers/ consultant	l.	Earth day enviro-thon
m.	Fund raising projects and expenses	n.	Donations/Contributions	o.	Grants/Grant provisions
p.	Transfers to other activity accounts	q.	Recycling program	r.	Outdoor classroom
s.	Equipment	t.	Repairs	u.	T-shirts
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.**

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Approved Expenditures List

a.	Books and magazines	b.	Certificates, pins, awards and prizes	c.	Library supplies
d.	Film rental	e.	Supplies for media rewards to students	f.	Membership dues
g.	Transportation and mileage expenses	h.	CD's, DVD's and recorded material	i.	Equipment and repairs
j.	Refreshments	k.	Library furniture and fixtures	l.	Postage/freight/handling fees
m.	Fund raising projects and expenses	n.	Book Fair expenses	o.	Expenses for speakers and assemblies
p.	Curriculum lessons	q.	Computer supplies and repairs	r.	Refunds/Reimbursements
s.	Transfer to other school activity accounts	t.	Conference/workshop fees & expenses	u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.**

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Approved Expenditures List

a.	Field trip and expenses	b.	Supplies	c.	Awards
d.	Membership dues	e.	Induction supplies	f.	Jewelry
g.	Fund raising projects and expenses	h.	Transportation and mileage expenses	i.	Supplies and labor expenses for induction and reception
j.	Refreshments	k.	Flowers and gifts	l.	Picnic expenses
m.	Programs	n.	Books	o.	Party expenses
p.	Contributions/Donations	q.	Registration fees	r.	Convention expenses
s.	Camera, equipment, supplies and processing expenses	t.	Speakers and expenses	u.	Assembly expenses
v.	Postage/freight/handling fees	w.	Refunds/Reimbursements	x.	Transfers to other school activity accounts
y.	Community projects and expenses	z.	T-shirts, sweat shirts and jackets	aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.**

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Approved Expenditures List

a.	Newspaper publication and supplies	b.	Camera, equipment, supplies and processing expenses	c.	Transportation and mileage expenses
d.	Subscriptions	e.	Flowers and gifts	f.	Computers and supplies
g.	Fund raising projects and expenses	h.	Awards	i.	Equipment and repairs
j.	Supplies	k.	Refreshments	l.	Party expenses
m.	Postage/freight/handling fees	n.	Refunds/Reimbursement	o.	Transfers to other school activity accounts
p.	Field trips and expenses	q.	Workshop expenses	r.	Dues, fees and registration
s.	Convention expenses	t.	Printing expenses	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Native American Student Assoc.	Project #	940

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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.	Fundraising expenses	b.	Printing	c.	Registration Fees
d.	Refreshments	e.	T-Shirts	f.	Party & decorations
g.	Supplies	h.	Speakers & expenses	i.	Field trips
j.	Transportation	k.	Awards	l.	Refunds
m.	Contest fees	n.	Books, tapes	o.	Transfers to other school activity accounts
p.	Membership dues	q.		r.	
s.		t.		u.	
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.	

SCHOOL ACTIVITY FUND

BOARD APPROVED EXPENDITURES

School	Central Junior High	Site #	685
Account Name	Pom 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.

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.	Party, meeting, entertainment refreshments	b.	Flowers and gifts	c.	Decoration supplies and expenses
d.	Pins, ribbons, awards	e.	Miscellaneous supplies	f.	Judges fees and expenses
g.	Clinic fees, camp fees, competition fees and expenses	h.	Transportation, mileage and trip, lodging	i.	Uniforms tryout and practice clothing items costumes, accessories
j.	Fundraising projects and expenses	k.	Speakers and assemblies	l.	Postage
m.	Video and audio, cameras and related supplies	n.	Refunds and reimbursements	o.	Transfers to other schools
p.	Rental fees and expenses	q.	Membership and registration dues and fees	r.	Coaching fees
s.	Photography/Pictures	t.	Medical and first-aid supplies	u.	Game related supplies
v.	Dvd videos, cd's, audio	w.	Banquet and meeting expenses	x.	Equipment repair and maintenance
y.	Cleaning supplies	z.	Contributions and donations	aa.	Paper products/copy supplies
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
qq.		rr.		ss.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.

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.	Soft drink supplies	b.	Flowers and gifts, group socials	c.	Instructional supplies and equipment
d.	General supplies and equipment	e.	Refreshments	f.	Workshop and seminar registration fees
g.	Office supplies and equipment	h.	Per diem meals and travel expenses	i.	Transfers to other school activity accounts
j.	Miscellaneous clothing items/faculty clothing	k.	Fundraising projects & expenses	l.	Vending machine expenses
m.	Repairs	n.	Dues & fees	o.	Name tag expenses
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.

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.	Field trips and expenses	b.	Equipment and repairs	c.	Party expenses
d.	Transportation and mileage expenses	e.	Awards and prizes	f.	Membership dues
g.	Camera, equipment, supplies and processing expenses	h.	Guest speakers and expenses	i.	Science Fair expenses
j.	Science projects	k.	Supplies	l.	Postage/freight/handling fees
m.	Refunds/Reimbursements	n.	Fund raising projects and expenses	o.	Contributions/Donations
p.	Transfers to other school activity accounts	q.	T-shirts	r.	Postage
s.	Outdoor classroom expenses	t.		u.	
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.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Spanish Club	Project #	964

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.	Field trips and expenses	b.	Supplies	c.	Food
d.	Party expenses	e.	Computer software and equipment	f.	Flowers and gifts
g.	T-shirts	h.	Speakers and expenses	i.	Awards and prizes
j.	Camera, equipment, supplies and processing expenses	k.	Fund raising projects and expense	l.	Postage/freight/handling fees
m.	Equipment and repairs	n.	Refunds/Reimbursements	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.	
nn.		oo.		pp.	
qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Special Education	Project #	965

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.	Fundraising Projects and Expenses	b.	Books	c.	Supplies
d.	Decorations and Party Supplies	e.	Gifts and Awards	f.	Equipment and repairs
g.	Transportation and Mileage	h.	Field Trips and Expenses	i.	Refund/Reimbursements
j.	Transfer to other School Activity Accounts	k.	Special Olympics Expenses	l.	Computer Equipment and Supplies
m.	CDL License	n.	Speakers and Expenses	o.	Meals and Expenses
p.	Donations/Contributions	q.	Care and Upkeep of Building and Grounds	r.	Uniforms
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.	Field trips and expenses	b.	Medals, trophies and awards	c.	Transportation and mileage expenses
d.	Group socials/party expenses	e.	Registration and contest fees	f.	Refreshments and/or meals
g.	Transfer to other school activity accounts	h.	T-shirts	i.	Uniforms
j.	Equipment and repairs	k.	Supplies	l.	Lodging expenses
m.	Postage/freight/handling rees	n.		o.	
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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qq.		rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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**.

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.	Tickets	c.	Film rental
d.	Field trips and expenses	e.	Awards	f.	Contributions and donations
g.	Entertainment expenses	h.	Equipment and repairs	i.	Flowers and gifts
j.	School landscaping and supplies	k.	Fund raising projects and expenses	l.	Membership dues
m.	School improvement equipment	n.	Leadership workshop and convention expenses	o.	Expenses for assemblies and speakers
p.	Expenses for banquet and parties	q.	Camera supplies and photo service	r.	Transportation and mileage costs
s.	Community projects and expenses	t.	Refunds/Reimbursements	u.	Transfers to other school activity accounts
v.	T-shirts and jackets	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.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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.	School supplies, equipment and repairs	b.	Field trips and expenses	c.	Student store supplies
d.	Freight and postage	e.	Student store employee salaries	f.	Medals, trophies, awards, flowers and gifts
g.	Machine rental and maintenance	h.	Expenses for meetings and workshops	i.	Shirts, jackets, etc.
j.	Transportation and mileage costs	k.	School furniture, office furniture and supplies	l.	Contributions and donations
m.	Staff development and materials and expenses	n.	Books and subscriptions	o.	Workshop and expenses
p.	Office supplies	q.	Contracted services	r.	Registration and contest fees
s.	Student identification expenses	t.	Telephone expenses	u.	Custodial supplies and services
v.	Guest speaker fees and expenses	w.	Membership dues	x.	Refreshments and/or meals for activities
y.	Materials for school grounds	z.	Printing and expenses	aa.	Refunds/Reimbursements
bb.	Transfers to other school activity accounts	cc.	Computer equipment, software and supplies	dd.	Annuals for office and media center
ee.	Teaching and professional supplies	ff.	Landscaping supplies and materials	gg.	Orientation expenses
hh.	Fund raising projects and expenses	ii.	Classroom supplies	jj.	Teacher In-Service expenses
kk.	Expenses for assemblies and speakers	ll.	Parties, groups socials and expenses	mm.	First aid supplies
nn.	Security expenses	oo.	Meals, lodging and expenses	pp.	Tutoring (Teacher Salary)
qq.	Operation of building and grounds	rr.		ss.	
tt.		uu.		vv.	
ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	TSA (Technology Student Association)	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**.

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.	Membership dues and entry fees	c.	Fund raising projects and expenses
d.	Parties and expenses	e.	Gifts and awards	f.	Transportation and mileage costs
g.	Uniforms	h.	Expenses for workshops	i.	Registration fees
j.	Postage	k.	Flowers	l.	Guest speakers
m.	Machine rental and maintenance	n.	Books and subscriptions	o.	Furniture and equipment
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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ww		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
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**.

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.	Yearbook publication	b.	Camera, film, supplies, processing fees, and photo service	c.	Membership dues
d.	Transportation and mileage costs	e.	Subscriptions	f.	Refreshments
g.	Computer hardware, software and accessories	h.	Fund raising projects and expenses	i.	Awards, flowers and gifts
j.	Equipment and repairs	k.	Postage	l.	Supplies
m.	Party expenses	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	Field trips and expenses	q.	Workshops and expenses	r.	Convention expenses
s.	Dues, fees, and registration	t.	T-shirts	u.	
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.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	Central Junior High	Site #	685
Account Name	Youth and Government	Project #	995

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.	Meeting expenses	c.	Refreshments/Meals
d.	Membership dues	e.	Speaker and expenses	f.	Convention expenses
g.	Registration fees	h.	Tickets	i.	Camera, equipment, supplies and processing expenses
j.	Banquet and party expenses	k.	Transportation and mileage expenses	l.	Refunds/Reimbursements
m.	Contributions/Donations	n.	Postage/freight/handling fees	o.	Books
p.	Magazine subscriptions	q.	CD's, DVD's and recored materials	r.	Printing and expenses
s.	Flowers and gifts	t.	Transfer to other school activity accounts	u.	Workshop and clinic expenses
v.	Lodging	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.	

