

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Supplies	b.	Transportation/Mileage	c.	Registration fees
d.	Professional meetings and expenses	e.	Speakers and expenses	f.	Fund raiser projects and expenses
g.	Awards/prizes	h.	Meetings and refreshment expenses	i.	Programs/Printing expenses
j.	Computer equipment and expenses	k.	Flowers and gifts	l.	Postage and freight
m.	Contributions and donations	n.	Refunds/Reimbursements	o.	Pins, jackets, windbreakers, t-shirts and misc. clothing items
p.	Rental fees	q.	Camera, equipment, supplies and processing expenses	r.	Field trips and expenses
s.	Dues	t.	Equipment and repairs	u.	Transfer to other school activity accounts
v.	Practice materials & supplies	w.	Quizzing supplies	x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Transportation and mileage expenses	c.	Awards, trophies, flowers and gifts
d.	Entry fees for competition	e.	Fund raising projects and expenses	f.	Refunds/Reimbursements
g.	Transfers to other school activity accounts	h.	Class fee	i.	T-shirts
j.	Clay, glaze and other art supplies	k.	Refreshments/food	l.	Field trips and expenses
m.	Camera, equipment, supplies and processing expenses	n.	Computer hardware, software, & supplies	o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Music and supplies	b.	Contest and entry fees	c.	Band accessories and supplies
d.	Flowers	e.	Trophies, plaques and awards	f.	Field trips and expenses
g.	Transportation and mileage expenses	h.	CD's, DVD's and recording expenses	i.	Cleaning and uniforms
j.	Programs, printing expenses and tickets	k.	Office supplies	l.	Clinic and expenses
m.	Costume rental	n.	Refreshments	o.	Fund raising projects and expenses
p.	Equipment and repairs	q.	Piano accompanist	r.	Scholarships
s.	Membership fees	t.	Refunds/Reimbursements	u.	Transfer to other school activity accounts
v.	Computer hardware, software and supplies	w.	Workshops	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Supplies	b.	Banquet expenses	c.	Membership dues
d.	Field trips and expenses	e.	Camera, equipment, supplies and processing expenses	f.	Fund raising projects and expenses
g.	Party expenses , refreshments and meal expenses	h.	Flowers, gifts, trophies and awards	i.	Clinic and camp expenses
j.	Transportation and mileage expenses	k.	Contest expenses	l.	Shipping and handling expenses
m.	Uniforms and equipment	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	Rental fees and expenses	q.	Tryout fees	r.	Choreographer/Coach expenses
s.	Music expenses	t.	Donations/Contribution	u.	Spirit items
v.	Registration fees	w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	Chess Club	Project #	880

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.	Equipment and supplies	b.	Refreshments	c.	Awards and gifts
d.	Tournament expenses	e.	T-shirts	f.	Fund raising projects and expenses
g.	Field trips and expenses	h.	Transfer to other school activity accounts	i.	Refunds/reimbursements
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	Faculty	Project #	889

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.	Miscellaneous mementos	b.	Flowers, gifts, awards and prizes	c.	Banquet expenses
d.	Group social expenses and decorations	e.	Refunds/Reimbursements	f.	Transfers to other school activity account
g.	Faculty name badges	h.	Refreshments, food items and meals	i.	Workroom equipment/furnishings
j.	T-shirts, jackets, and misc. clothing items	k.	Fundraising projects & expenses	l.	Supplies
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	WJH Gym	Project #	907

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.	Equipment and repairs	b.	Trophies and awards	c.	Clinic fees
d.	Fund raising projects and expenses	e.	Refreshments	f.	Shirts and uniforms
g.	Camera, equipment, supplies and processing expenses	h.	Supplies	i.	Transfer to other school activity accounts
j.	Security	k.	Officials	l.	Transportation and expenses
m.	Registration	n.	Archery expenses	o.	Meals
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	Home Economics	Project #	911

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.	Refreshments/Food	c.	Transportation and mileage expenses
d.	Fund raising projects and expenses	e.	Parties and entertainment expenses	f.	Camera, equipment, supplies and processing expenses
g.	Banquet expenses	h.	Speakers and expenses	i.	Awards and gifts
j.	Convention fees	k.	Field trips and expenses	l.	Refunds/Reimbursements
m.	Transfers to other school activity accounts	n.	Equipment and repairs	o.	Book and subscriptions
p.	DVD's, CD's and recording expenses	q.	Furniture for classroom	r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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	b.	Library/Classroom supplies	c.	Camera, equipment, supplies and processing expenses
d.	Subscriptions	e.	Dues and memberships fees	f.	Transportation and mileage expenses
g.	Banquet and party expenses	h.	Flowers, gifts, trophies, awards and prizes	i.	Contest and entry fees
j.	Guest speakers and expenses	k.	Conventions and expenses	l.	Refunds/Reimbursements
m.	Transfers to other school activity accounts	n.	Computers, equipment and software	o.	Repairs and computer update
p.	Fund raising projects and expenses	q.	Book fair expenses	r.	Video's, DVD's
s.	Rental	t.	Equipment and repairs	u.	Supplies for resale
v.	Printing expenses and supplies	w.	Furniture for library	x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Jewelry	b.	Expenses-NHS Convention	c.	Trophies and awards
d.	Membership dues and registration fees	e.	Fund raising projects and expenses	f.	Programs and supplies for induction
g.	Camera, equipment, supplies and processing expenses	h.	Field trips and expenses	i.	Certificates and membership cards
j.	Transportation and mileage expenses	k.	Awards and gifts	l.	Banquet and/or party expenses
m.	Operating supplies	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	T-shirts	q.	Contracted services	r.	Special Olympics expenses
s.	Refreshments, candy, and misc. food	t.	Community service projects	u.	Paper, envelopes, pens and pencils
v.	Care and upkeep of building and grounds	w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	NJHS State Convention	Project #	938

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Approved Expenditures List

a.	Meals, Refreshments	b.	Speaker fees & expenses	c.	Supplies
d.	Awards, gifts	e.	Meeting room expenses	f.	Shirts/clothing items
g.	Refunds	h.	Printing & program expenses	i.	Transportation
j.	Postage	k.	Fundraising projects & expenses	l.	Field trips
m.	Funds to next hosting school	n.		o.	
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	West Junior High	Site #	680
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.

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 newspaper	b.	Membership dues	c.	Field trips and expenses
d.	Camera, equipment, supplies and processing expenses	e.	Printing and copy paper	f.	Typesetting, metal plates for printing and printing expenses
g.	Transportation/Mileage expenses	h.	Awards and gifts	i.	Contest entry fees
j.	Books	k.	Banquet and party expenses	l.	Postage
m.	Computer software and accessories	n.	Workshop fees and expenses	o.	Lettering supplies
p.	Fund raising projects and expenses	q.	Dark room supplies	r.	Refunds/Reimbursements
s.	Transfers to other school activity accounts	t.	T-shirts	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	Pep Club	Project #	947

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.	Banquet and party expenses	c.	Contracted labor
d.	Membership dues	e.	Field trips and expenses	f.	Camera, equipment, supplies and processing expenses
g.	Fundraising projects and expenses	h.	Flowers and gifts	i.	Clinic and camp expenses
j.	Transportation and mileage expenses	k.	Contest expenses	l.	Postage, shipping and handling expenses
m.	Equipment and repairs	n.	Refunds/Reimbursements	o.	Spirit items
p.	Transfers to other school activity accounts	q.	T-shirts	r.	Uniforms
s.	Donations/Contributions	t.	Refreshments/Food	u.	
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.

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 expenses	b.	Flowers and gifts	c.	Decorating supplies
d.	Party expenses	e.	Miscellaneous supplies	f.	Judges fees and expenses
g.	Pins, ribbons, awards	h.	Transportation and mileage costs	i.	Uniforms and other clothing items
j.	Clinic fees and expenses	k.	Speakers and assemblies	l.	Postage and freight
m.	Fundraising projects and expenses	n.	Refunds and reimbursements	o.	Transfers to other school activity accounts
p.	Equipment	q.	CDL License	r.	Computer equipment supplies and software
s.	Meals, lodging and expenses	t.	Contest entry fees	u.	Donations
v.	Care and upkeep of building and grounds	w.	Music Expenses	x.	Tryout fees
y.	Coaching/choreographer fees	z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
kk.		ll.		mm.	
nn.		oo.		pp.	
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ww.		xx.		yy.	

**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	Robotics Club	Project #	951

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.	Registration fees	c.	Meeting expenses
d.	Fund raising project and expenses	e.	Awards and prizes	f.	Refreshment expenses
g.	Printing	h.	Computer equipment & repairs	i.	Contributions/Donations
j.	Refunds/Reimbursements	k.	T-shirts	l.	Camera, equipment, supplies, and processing expenses
m.	Dues	n.	Equipment and repairs	o.	Field trips and expenses
p.	Transportation and mileage expenses	q.	Rental fees	r.	Memorabilia
s.	Transfers to other activity accounts	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	West Junior High	Site #	680
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.	Fund raising projects and expenses	b.	Plaques, trophies and awards	c.	Refreshments
d.	Transportation and mileage expenses	e.	Speakers and expenses	f.	Camera, equipment, supplies and processing expenses
g.	Scrapbook and supplies	h.	Shirts, jerseys, and misc. clothing items	i.	Field trips and expenses
j.	Contest fees and expenses	k.	Supplies	l.	Rental for meetings and activities
m.	Refunds	n.	Transfers to other school activity accounts	o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Party supplies and expenses	b.	Field trips and expenses	c.	Transportation and mileage expenses
d.	Awards and plaques	e.	Fund raising projects and expenses	f.	Teaching supplies
g.	Gifts and flowers	h.	Guest speakers and expenses	i.	Workshops and expenses
j.	Equipment and repairs	k.	Camera, equipment, supplies and processing expenses	l.	Equipment rental
m.	Special Olympics expenses	n.	Refunds/Reimbursements	o.	Transfers to other school activity accounts
p.	T-shirts and clothing items	q.	Rentals	r.	Supplies for care and upkeep of grounds
s.	Contributions/Donations	t.	PRIDE program expenses	u.	Refreshments and meals
v.		w.		x.	
y.		z.		aa.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.

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.	Refreshments	b.	Awards and gifts	c.	Field trips and expenses/lodging
d.	Flowers	e.	Supplies	f.	School landscaping supplies
g.	Membership dues	h.	Fund raising projects and expenses	i.	Transportation and mileage expenses
j.	Camera, equipment, supplies and processing expenses	k.	Leadership workshops	l.	Contributions/Donations
m.	State and National convention expenses	n.	Expenses for assemblies and speaker	o.	Parties and entertainment expenses
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	T-shirts
s.	Community service projects	t.	Computer hardware, software and supplies	u.	Admission
v.		w.		x.	
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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 store	b.	Student store salaries	c.	Professional trips and meeting expenses
d.	Books, subscriptions, and software	e.	Postage and freight	f.	Classroom supplies
g.	Prizes and awards	h.	Group socials and expenses	i.	Meeting expenses/guest lunches
j.	Flowers and gifts	k.	Machine rental and repairs	l.	Supplies and equipment
m.	Transportation /Mileage expenses	n.	Contracted services	o.	Parking permit decals
p.	Contributions/Donations	q.	Office furniture and supplies	r.	Registration and contest fees
s.	Student identification	t.	Expenses for assemblies and speakers	u.	Printing expenses
v.	Materials for school grounds	w.	Orientation expenses	x.	Shirts, jackets and uniforms
y.	Refunds/Reimbursement	z.	Transfer to other school activity accounts	aa.	Tutoring (Teacher Salary)
bb.	Telephone and fax expenses	cc.	Care and upkeep of building and grounds	dd.	Membership dues and fees
ee.	Refreshments for students	ff.	Testing supplies and expenses	gg.	Fund raising supplies and expenses
hh.	Security	ii.	Field trips and expenses	jj.	Picnic expenses
kk.	Computer, software and related supplies	ll.	Camera, equipment, supplies and processing expenses	mm.	
nn.		oo.		pp.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.

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.	Membership dues and entry fees	c.	Fund raising projects and expenses
d.	Parties and expenses	e.	Flowers, gifts, and awards	f.	Transportation/Mileage expenses
g.	Uniforms	h.	Expenses for workshops	i.	Registration fees
j.	Postage	k.	Guest speakers and expenses	l.	Refunds/Reimbursements
m.	Transfers to other school activity accounts	n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
y.		z.		aa.	
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ee.		ff.		gg.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
Account Name	Vocal Music	Project #	987

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.	Music and accessories	b.	Contest and entry fees	c.	Equipment, supplies and repairs
d.	Flowers, party expenses and supplies	e.	Blazers, sweaters, patches, uniforms, etc.	f.	Banquet expenses
g.	Trophies, plaques, awards and prizes	h.	Fund raising projects and expenses	i.	Field trips and expenses
j.	Transportation and mileage expenses	k.	Choreography expenses	l.	Custodians
m.	Guest conductors, judges and expenses	n.	Accompanist	o.	Music camp
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	All state expenses
s.	Printing expenses	t.	Concert expenses	u.	Postage expenses
v.	Registration Fees	w.	Lodging	x.	Refreshments
y.		z.		aa.	
bb.		cc.		dd.	
ee.		ff.		gg.	
hh.		ii.		jj.	
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**SCHOOL ACTIVITY FUND
BOARD APPROVED EXPENDITURES**

School	West Junior High	Site #	680
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.	Publication of yearbook	b.	Supplies for yearbook	c.	Camera, equipment, supplies and processing expenses
d.	Transportation/Mileage expenses	e.	Membership dues	f.	Field trips and expenses
g.	Awards	h.	Contest entry fees and evaluation fees	i.	Books
j.	Postage	k.	Banquet and party expenses	l.	Computer, software and accessories
m.	Workshop fees	n.	Dark room supplies	o.	Fund raising projects and expenses
p.	Refunds/Reimbursements	q.	Transfers to other school activity accounts	r.	Printing expenses/School newspaper
s.	T-shirts	t.	Contributions/Donations	u.	Classroom supplies
v.	Meals	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	West Junior High	Site #	680
Account Name	STOMP/Hip Hop Club	Project #	994

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.	T-shirts	b.	Refreshments	c.	Spirit items
d.	Party expenses	e.	Awards	f.	Transportation/Mileage expenses
g.	Transfer to other school activity accounts	h.	Refunds/Reimbursements	i.	
j.		k.		l.	
m.		n.		o.	
p.		q.		r.	
s.		t.		u.	
v.		w.		x.	
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