

MOUNT PLEASANT SCHOOL DISTRICT
Extraclassroom Activity Fund
Advisor Acknowledgement

I acknowledge and understand the guidelines set forth by the Mount Pleasant Central School District in respect to the policies and guidelines regarding the Extraclassroom Activity Funds. I have received and reviewed the following documentation for the 2024-2025 school year:

GOVERNANCE

1. Application for Club Charter (Submit form to Business Office once all information is available)
2. Club Signature List (Return list to Central Treasurer once completed)
3. Board of Education Policy #5520 – Extraclassroom Activity Fund

PROCEDURES

1. Basic Guidelines for Extraclassroom Activity Funds

FORMS

1. Deposit Form
2. Check/Payment Request Form
3. Transfer Request Form
4. Profit & Loss Statement (Utilize as needed to record income and expenses of fundraising event, maintain all supporting documentation, and submit copy to Central Treasurer)
5. Student Attendance Roster

REFERENCE MATERIAL

1. *The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds – Finance Pamphlet 2*, Revised 2015, The New York State Education Department, Ed Management Services. (Accessible at <http://www.p12.nysed.gov/mgtserv/accounting/docs/ExtraclassroomActivitiesJanuary2015.pdf>)

Club Name

Advisor: Print & Sign

Date

*Please sign and return a copy of this acknowledgement to:

Stefanie Flynn
District Treasurer
Mt. Pleasant Central School District
825 West Lake Drive, Thornwood, NY 10594