

# **LAKEVIEW SCHOOL DISTRICT**

## **Student Activities**



**Empowering *Minds*, Shaping *Futures*!**

**Procedures and Accounting Manual**

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## **PURPOSE**

Section 511 of the Commonwealth of Pennsylvania Public School clearly indicates that each school should have a policy for Student Activity Funds which provides for reasonable rules and regulations regarding student activities and procedures in place for organization, management, supervision, control and financing of student activities. (This manual works in conjunction with Lakeview School Board Policy 618, entitled Student Activity Funds).

The purpose of the Student Activity Procedure and Accounting Manual is to document the system's flow of transactions as it relates to funds associated with student activities. Additionally, this manual is to document the necessary guidelines and to ensure the proper checks and balances are in place to further outline expectations ensuring the appropriate use of Student Activity Funds. It is the responsibility of the District to make staff, activity advisors, volunteers, etc. aware of the expectations to mitigate possible fraud or misuse of Student Activity Funds.

It is also essential to document the system in order to facilitate a transition in the event of employee illness or turnover.

## **Objectives**

This Student Activity Procedures and Accounting Manual represents the rules, regulations and procedures to be used by the Building Principals, Faculty Advisors, Student Activity Club Officers, and Business Office Staff. This manual is designed to provide an accounting record system to assure consistency, completeness and continuity in the recording and reporting of student activity transactions. This accounting system has been designed to:

1. Establish uniformity of practices and procedures.
2. Reduce or eliminate the misunderstanding of established procedures.
3. Assure financial operations are properly conducted.
4. Assure quarterly reports are properly presented.
5. Provide a reference source on required and recommended accounting procedures.
6. Serve as a training tool for new employees.
7. Record of all financial transactions.
8. Maintain maximum financial control.
9. Eliminate or reduce potentials for fraudulent behavior or occurrences.

The Student Activity Procedures and Accounting Manual is prepared to be compliant with the current Pennsylvania School Code, IRS tax regulations and PASBO guidelines as described in

the 2019 Sixth Edition of the Student Activity Funds Guide. If the District becomes aware of changes to procedures, updates will be enacted as best seen fit with guidance from other school business officials, Auditors and/or the Boar of School Directors.

This accounting system described herein has been developed in accordance with the following assumptions:

1. The District will hold Student Activity Fund assets in an Agency Fund, where the assets of the fund legally belong to the students.
2. CSIU Financial Accounting system will be used by the Business Office to record all transactions.
3. Custodial Funds are purely custodial and no fund equity is reported. Custodial Funds are not required to report operations on financial statements and therefore, do not have a measurement focus. However, assets and liabilities should be accounted for in the modified accrual basis of accounting for year-end financial reporting purposes.
4. Since Custodial Funds are custodial in nature, formal budgetary accounting is not necessary.

## **Establishing a Student Activity/Club**

### **1. Establishing a Constitution**

A club's constitution is a written document that sets forth the fundamental laws or principles under which the club operates and is organized.

### **2. Election of Officers**

The election of officers must be held annually. President, Vice President, Secretary and Treasurer may be elected. If all four positions cannot be filled, a minimum of President and Treasurer is required. More may be elected

### **3. Meetings**

An agenda should be prepared for each meeting.

### **4. Minutes**

A written summary of actions taken at each meeting is required. A copy of the minutes must be made available upon request by the Principal.

### **5. Treasurer's Report**

It is necessary for each club to maintain an accurate account of all revenues and expenditures made by the organization. A copy of the treasurer's report must be made available upon request by the Principal.

## Use of Student Activity Funds

### General Principles

Student Activity funds are to be utilized to solely promote the general welfare, education and morale of all students and to finance normal, legitimate co-curricular activities of various student groups. The groups must not be used to circumvent management or purchasing decisions made by the District. All funds derived from an individual student activity must be expended only to benefit that Student Activity as a whole.

Management of Student Activity Funds must be done within the framework of state laws and regulations, board policy and administrative rules and regulations. It is fundamental that management of student activities be organized to best serve the interest of pupils.

The Board, on the recommendation of a Principal, must approve individual student activities. Generally, Student Activities and their corresponding revenues and expenditures, are separated into four categories:

1. General Student Activities – impact all students, i.e., Yearbook, Student Council, etc.
2. Classes – i.e., Graduating Class of 2025
3. Clubs – i.e., Art Club, Drama Club, Envirothon, etc.
4. Sport Clubs – i.e., Baseball, Softball, etc.

\* Primarily all athletic revenue and expenses are run through the District General Fund, and should not be included in the Student Activity Fund.

Students who choose to participate in various activities should be involved in the fiscal management of those activities; consequently, each activity group will consist of a Student President, Student Treasurer, and Faculty Advisor. The Faculty Advisor may or may not be paid by the School District for their participation. The Faculty Advisor and Student Treasurer must maintain a record of their activity balance. At the end of the month, the Faculty Advisor and Student Treasurer must review the General Ledger report received from the Business Office. Any discrepancies must be brought to the immediate attention of the Business Manager and differences reconciled.

The accounting system will account for the raising and expending of activity funds by various student activities. These funds should include only student funds, are custodial in nature and should be used for one purpose - to promote the general welfare, education, and morale of all the students and to finance the normal, legitimate co-curricular activities of the various individual student groups. All funds derived from an individual student activity, as a whole must be expended only to benefit that student activity as a whole.

## Centralized Operations

The District will manage the Student Activity Funds by way of Centralized Operations. Under this methodology, bookkeeping functions for the Student Activity Funds are managed at one location (District Office) for all active accounts. Receipts and Disbursements will be entered into the computer software to aid in the appropriate tracking of the individual accounts. These processes will be described later.

## Management of Accounts

Students should have the ability to participate in various student activities carried out by the District. Along with this, students should be involved in the fiscal management of those activities, with aid from the Advisor and Administration.

Student Activity groups should have both by-laws and annual budgetary outlines. The purpose of these would be to plan for the Student Activity's goals, purpose, meetings and learning objectives. By-laws should be documented by the Advisor and be made available to both the students and Administration by use of computer. Budgetary outlines should be created annually based upon expected activity and should be finalized by October 1.

Student Activity groups should all have elected student officers which will be submitted to the Principal annually. Each group should have a faculty advisor, which may or may not be a paid position, appointed by the Board of Directors annually. Student Officers should include:

1. Student President
2. Student Vice President
3. Student Treasurer
4. Student Secretary

It is the responsibility of the faculty advisor, with oversight of the building principal, to ensure that an accurate record is maintained for the respective Club's activity. At any point, the advisor may contact the District Office requesting verification of transactions and other balances requests. Any discrepancies in records should be addressed cooperatively by the faculty advisor and District Office.

Student Activity groups should meet on a regular basis to discuss the current status of the Club as well as any upcoming activities. Detailed record keeping of these meetings is imperative to ensure appropriate operation of the group and should include:

1. A sign-in sheet detailing the attendance of the meeting
2. An agenda of the proposed discussion for the meeting
3. Minutes from the discussion of the meeting
  - a. Minutes should include any voting items discussed by the group.

## Fiscal Management

Funds that are not derived from the students must be recorded elsewhere and shall not be comingled with Student Activity funds. For example, faculty or other outside organization funds will not be recorded in these accounts. Likewise, Student Activity accounts should not be used to account for School District charges. Transactions of this nature should be recorded in the District's General fund. Petty cash accounts are not to be used by Student Activity groups for any reason. Cash receipts should not be used to pay for any expenditure at any time.

**Student Activity funds should generally be used during the year in which they were earned. Excessive balances (> \$20,000) should not be carried over from fiscal year to year without a plan to appropriately expend the funds in the future, and shall be used by students who have contributed to the accumulation.** If a Club is disbanded and funds remain, the Board will follow policy when applicable but upon recommendation of a building Principal, has the final determination as to what will be done with the funds.

Student Activity groups oftentimes, by nature, operate with cash, whether it be through fundraising or sales. It is imperative that appropriate measures be taken to prevent fraud related to cash management and other receipts.

## Fundraising

Fundraising is the largest type of receipt in a Student Activity group and should:

1. Be approved in advance by the School Board. The form should be revised if a fundraiser is changed or added during the year. It is beneficial to all parties if the form includes as much detail related to the fundraiser as possible.
2. Care should be taken in scheduling fundraisers as to not inundate the community. This is both beneficial for the community and the Student Activity groups hosting the fundraiser.
3. Every fundraiser should have a specific purpose such as:
  - a. Specific charitable donations
  - b. Field Trips
  - c. Purchases
4. If parents are paying for a portion of their child's field trip, a list of students should accompany the deposit slip with parent's name, student's name, amount paid, date paid, and payment method.

Admission fees are the second largest type of receipt in a student activity club. Admission fees should be tracked with pre-numbered tickets.

- The beginning pre-numbered ticket and ending pre-numbered tickets should be logged to reconcile cash collected from admissions.

It is important to note with fundraisers that all funds should be used to benefit the student group as a whole, and should provide an educational experience for the students. Funds should be maintained within the oversight of the Faculty Advisor. The Faculty Advisor should request all monies be turned in to them following the completion of the fundraiser.

## Receipts

Money should be submitted to the District Office DAILY. This practice of timely submissions mitigates the risk of lost or misplaced funds. Treasurer's Receipts and Deposit Slips should be completed and turned into the Business Office for deposit into the bank accounts. Money should be counted in the presence of the Faculty Advisor and the Student Treasurer. **The Student Treasurer should complete the deposit slips.** The District Office will carry out the necessary procedures to prepare for Bank deposit.

\* Cash and Checks should not be held in your possession for more than 24 hours. It should be turned over immediately to the Business Office.

All receipts should include the following when submitting to the District Office:

1. Treasurer's Receipts
  - a. This should include the date, a detailed description of how funds were received and authorization by the Faculty Advisor and the Student Treasurer representing the Activity group.
  - b. This will be authorized by the District Office acknowledging receipt.
2. Deposit Form
  - a. This form includes everything aforementioned in addition to the breakdown of the funds submitted – i.e. Cash, Coin, Check.

Whenever possible, the funds received by the Student Activity group should be delivered to the District Office by the Faculty Advisor. If needed, receipts may be sent to the District Office via Interoffice Mail.

In most cases, admission charges should be run through the District's General Fund. If Student Activity groups are granted approval to maintain admission charges, appropriate oversight of sales should be documented to reduce the risk of potential fraud.

## Expenditures

Student Activities Funds should be used to finance a program of activities not part of the regular curriculum. They should not be used to circumvent management or purchasing decisions, which



were made for the School District by the Board and Administration. **Specifically prohibited are expenditures not made to benefit the student body as a whole.**

Expenditures from student activity accounts for refreshments served at parent events, or receptions for community members or staff shall be documented thoroughly. All receipts for expenditures should be filed with the student activity fund treasurer. Also, documentation and respective signatures by the student activity fund advisor as well as treasurer should be on file to verify all items have been received.

All payments for Activities Fund purchases should be made by check to a Vendor. No expense should be paid in cash directly from ticket sales, dues collection, sales or other cash receipts. Reimbursements to Faculty Advisors is appropriate in certain instances, but should be kept to a minimum (< \$200). The building Principal may approve a higher level of reimbursement (up to \$500) due to extenuating circumstances. Reimbursement requests are subject to the same requisition process described below.

## Requisitions

The requisition process in place for District expenses will be generally applied for use by Student Activity accounts. Since funds are authorized primarily by the joint decision of the students in the group, all payments must be authorized by the students using the following procedures:

1. A Club meeting should be held, where all participating students vote upon a purchase or expense. Record of this should be maintained by the Club Minutes.
2. A Treasurer Purchase Order request will be completed, authorized and signed by the Faculty Advisor and Club Treasurer. A building Principal will also approve the transaction and sign the form.
3. A requisition should be entered into the computer software system and be approved by the appropriate governing bodies.
  - a. Requisitions must include the completed purchase order request, signed by the building Principal, in addition to the copy of the Minutes in which the students voted to approve the purchase or expense.
  - b. Appropriate documentation should be submitted as an attachment to the requisition and could include items such as: detailed invoice, quote, statements, registrations, etc. Supporting documents are necessary to process payment. No advances shall be permitted without prior approval.
  - c. Although requisitions are entered with appropriate documentation, it is still at the discretion of the approving bodies if the disbursement is granted.
  - d. Oftentimes, disbursements are a result of purchasing a good or service from funds received in the account. Detail of the receipt of these funds should be cross-referenced to the requisition submitted, if applicable.
  - e. Orders shall not be placed without prior authorization.

4. Once approved, the District Office will process the payment and ensure payment is made to the appropriate vendor.
  - a. In most cases, payment will be made via check; however, if appropriate the District's procurement card may be utilized for payment if no other form of payment is acceptable.
  - b. Appropriate documentation should be submitted to the District Office to ensure that legitimate vendors are being utilized.

## **Purchasing Requirements**

All material and supplies purchased that will cost in excess of \$4,000.00 must follow the procedures in Section 511(e) of the Commonwealth of Pennsylvania Public School Code as outlined below:

“All purchases of materials or supplies made by any organization, club, society, or group, or by any school or class, in excess of four thousand dollars (\$4,000.00) shall be made upon solicitation of quotations or bids from three (3) or more responsible manufacturers of or dealers in such materials or supplies. All such purchases shall be made from the lowest responsible bidder on the basis of price, quality and service.”

To clarify this further, this means one item with a cost in excess of four thousand dollars (\$4,000.00), i.e. a monument, or a group of items with a total cost in excess of four thousand dollars (\$4,000.00), i.e. favors for the prom.

All quotations are required to be recorded on a Request for Quotation Form. If three (3) quotations cannot be obtained, the reason why must be documented on this form. This form must be signed by the individual receiving the quotations. The Building Principal must review and initial the form before the item is purchased. This form must be attached to a Purchase Order. Any purchase over \$10,000 must follow the current District bidding policy.

## **Disposal of Property**

Disposal of obsolete property or equipment must be done so by following Policy #706.1 and #706.1-AR-0 - Disposal of Obsolete Property and Equipment.

## **Clearing House Account**

Clearing house accounts (in & out accounts) are prohibited. When a check is written pertaining to multiple accounts, the check should be split to charge each account with its proportionate share. It is not necessary to transfer amounts to the clearinghouse before writing the check.

## Petty Cash

The Student Activity Fund **WILL NOT** maintain petty cash funds.

## Scholarships

The Pennsylvania School Code permits the disbursement of scholarships from the Student Activity funds. Special care should be taken in selecting which students to be recipients of the scholarships, and should be properly documented and approved by the Student Activity group.

## Employee Compensation

In certain instances, school personnel may be utilized for the purpose of carrying out a Student Activity fundraiser or event. This could include faculty advising, ticket sales, etc. All District employees who provide these services should be paid through payroll with regular deductions. Pennsylvania law dictates that these earnings are subject to income tax withholding, social security retirement contributions, as well as other federal, state and local deductions that may be required. In addition, Faculty Advisors should be paid as part of the General Fund, as approved annually by the Board of Directors. Student Activity funds should not be utilized to reimburse the General Fund or pay active employees.

## Vendor Services

If personnel not employed by the School District in any capacity are utilized to aid in carrying out a Student Activity event, payments to these individuals may be out of the Student Activity account. These individuals who carry out these services are eligible to be considered as 1099 vendors and may be issued a 1099 at the end of the calendar year in which they carried out the services. This is a part of the Tax Equity and Fiscal Responsibility Act of 1982. Disbursements to these vendors should follow the same requisition and approval process as described earlier. Detail regarding the expectations and services performed should be submitted when requesting payment.

## PA Sales Tax

The District is a sales tax exempt entity, and all purchases made from the Student Activity funds should be exempt from sales tax. When purchasing, a tax exempt form should be requested from the District Office, which can be issued for specific vendors. It is the responsibility of the Faculty Advisor to ensure that sales tax is not charged when purchasing

The PA Department of Revenues forbids the sharing of the District's tax exemption number with PTO's, parent booster groups or personal funds use. **When requesting a refund for expenditures purchased with personal funds, sales tax is non-refundable.** So to avoid not

being refunded, please contact the business office when making a purchase on behalf of the school district.

When a Student Activity club purchases taxable property, such as candles, for resale to raise funds, the Club must pay the applicable sales tax at the time of purchase.

Examples of this: If the student organization operates a student store, sells pictures, class rings and/or yearbooks.

## **Federal Tax Requirements**

The Tax Equity and Fiscal Responsibility Act of 1982 requires a Federal Form 1099 be issued for any individual or unincorporated business who renders services to the District and receives at least \$600.00 in a calendar year (January 1st to December 31st). Any vendor providing a service (DJ, Costume design, Orchestra, etc.) will be issued a 1099 form for IRS tax filing at the end of the calendar year if they receive at least \$600.00.

## **Field Trips**

All field trips must be in accordance with Board Policy #121 – Field Trips. These requests should follow district procedures and guidelines.

## **Facility Usage**

Facility Usage must be in accordance with Board Policy #707 – Use of School Facilities. These requests should follow building procedures and guidelines.

## **Areas of Concern/Unallowable Uses of Student Activity Funds**

1. Salaries should not be paid out of the Student Activity accounts. This includes, but is not limited to: Club Advisor Stipends, Officials, Coaches, etc.
2. General Fund budget restrictions should not be bypassed by way of Student Activity accounts.
3. Attire for coaching, team uniforms or other required equipment, that is District property, should not be purchased by the Student Activity accounts.
4. Purchases of textbooks, equipment or other classroom supplies should not be purchased by the Student Activity accounts.
5. Donations should be paid only when a specific fundraiser was utilized to raise the proposed donated funds. Excess funds in an account should not simply be donated as a way to decrease the account balance.
6. Personal funds, booster funds, PTO funds, etc. should not be co-mingled with Student Activity accounts.

7. Funds should not be utilized for anything outside of activities that benefit all the students within the group.
8. Funds should not be used to purchase Teacher or Principal appreciation gifts.
9. Funds should not be used to purchase drugs, alcohol or any other substances not supported by the District.
10. At no time may any Student Activity account be overdrawn.

### **Year-End Closing**

1. All expenditures and deposits **MUST** be finalized prior to the last day of school each fiscal year.
2. Summer fundraisers and requests for purchases **SHOULD** be held at a minimum and for emergencies. **EVENTS** for summer should be included on **PREVIOUS** year budgetary outlines.
3. Forward all student activity records, meeting dates, meeting minutes, sign-in sheets, etc. to the Business Office in preparation any audits no later than the last day of school each fiscal year.

### **Summary**

Funds are earned by the students and are designed for student purposes. Funds are restricted to use for those students currently in activity and in school. Funds should not be used to finance a program or activity not part of the regular curriculum.

## Code of 1949

### 24 PS 5-511 School athletics, publications and organizations

- (a) The board of school directors in every school district shall prescribe, adopt, and enforce such reasonable rules and regulations as it may deem proper, regarding (1) the management, supervision, control, or prohibition of exercises, athletics, or games of any kind, school publications, debating, forensic, dramatic, musical, and other activities related to the school program, including raising and disbursing funds for any or all of such purposes and for scholarships, and (2) the organization, management, supervision, control, financing, or prohibition of organizations, clubs, societies and groups of the members of any class or school, and may provide for the suspension, dismissal, or other reasonable penalty in the case of any appointee, professional or other employe, or pupil who violates any of such rules or regulations.
- (b) Any school or any class activity or organization thereof, with the approval of the board, may affiliate with any local, district, regional, State, or national organization whose purposes and activities are appropriate to and related to the school program.
- (b.1) Private schools shall be permitted, if otherwise qualified, to be members of the Pennsylvania Interscholastic Athletic Association except that private schools located in cities of the second class which are members of the Pennsylvania Interscholastic Athletic Association shall, if they so elect, be assigned to a district or section outside of the geographical boundary of the second class city but contiguous thereto, and shall participate in Pennsylvania Interscholastic Athletic Association sponsored athletic contests in that section. The association shall not prohibit a private school from being a member solely on the grounds that the coach or a member of the coaching staff of any athletic team is not a teacher, or professional employe, either full-time or part-time, at such private school, except that this provision shall not apply to coaches or members of the coaching staff initially employed after January 1, 1965.
- (c) The board of school directors may (1) permit the use of school property, real or personal, for the purpose of conducting any activity related to the school program, or by any school or class organization, club, society, or group, (2) authorize any school employe or employes to manage, supervise and control the development and conduct of any of such activities, (3) employ or assign any school employe to serve in any capacity in connection with any of such activities.
- (d) Notwithstanding the use of school property or personnel, it shall be lawful for any school or any class or any organization, club, society, or group thereof, to raise, expend, or hold funds, including balances carried over from year to year, in its own name and under its own management, under the supervision of the principal or other professional employe of the school district designated by the board. Such funds shall not be the funds of the school district but shall remain the property of the respective school, class, organization, club, society, or group. The treasurer or custodian of such funds shall furnish to the school district a proper bond, in such amount and with such surety or sureties as the board shall approve, conditioned upon the faithful performance of his duties as treasurer or custodian. The premium of such bond, if any, shall be paid from the fund or funds secured thereby or from the funds of the school district, at the discretion of the board. The treasurer or custodian shall be required to maintain an accounting system approved by the board, shall deposit the funds in a depository approved by the board, shall submit a financial statement to the board quarterly or oftener, at the direction of the board, and shall submit the accounts to be audited in like manner as the accounts of the school district.
- (e) All purchases of materials or supplies made by any organization, club, society or group or by any school or class shall be made by the purchaser in accordance with the requirements of section 807.1. 1
- (f) The board of school directors of any district is hereby authorized to appropriate any monies of the district for the payment of medical and hospital expenses incurred as a result of participation in such athletic events or games, practice or preparation therefor, or in transportation to or from such athletic events or games, or the practice or preparation therefor, and for the purchase of accident insurance in connection with such participation and transportation.

## **SAMPLE CONSTITUTION**

### **ARTICLE I: NAME OF ORGANIZATION**

*The name of the Organization is \_\_\_\_\_.*

### **ARTICLE II: GENERAL PURPOSE**

General aims and objectives should be stated.

### **ARTICLE III: MEMBERSHIP**

This section should cover criteria for membership, dues or financial obligations, removal from a club seat and filling vacancies.

### **ARTICLE IV: OFFICERS & REPRESENTATIVES**

This article names the offices of the club, describes the nomination and election procedures and outlines the duties and responsibilities of members and officers.

### **ARTICLE V: MEETINGS**

A statement of how often the club meets, the process for calling special meetings and instating a quorum for conducting business should be noted.

### **ARTICLE VI: PARLIAMENTARY AUTHORITY**

This article should be one sentence in length, specifying the particular book of parliamentary authority to be used by your club.

### **ARTICLE VII: ADOPTION & AMENDMENT PROCEDURE**

List the procedures to be followed for adopting and revising the constitution and bylaws.

## SAMPLE AGENDA

AGENDA  
DATE

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WELCOME

IV. INTRODUCTION OF GUESTS

V. SECRETARY TO READ MINUTES OF PREVIOUS MEETING.

Minutes stand approved as read/corrected.

VI. TREASURER TO GIVE TREASURER'S REPORT.

VII. COMMITTEE REPORTS

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. PROGRAM/SPEAKER INTRODUCTION

XI. ANNOUNCEMENTS

XII. ADJOURNMENT



## STUDENT ACTIVITIES MEMBERSHIP LIST

Organization \_\_\_\_\_

Sponsor/Advisor \_\_\_\_\_

Meeting Time \_\_\_\_\_

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

### MEMBERS

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

# STUDENT ACTIVITY SIGNATURE CARD

## STUDENT ACTIVITY SIGNATURE CARD

YEAR \_\_\_\_\_

## STUDENT ACTIVITY ACCOUNT SIGNATURE CARD

CLUB OR GROUP NAME \_\_\_\_\_

Account Number \_\_\_\_\_

Faculty Advisor \_\_\_\_\_  
Printed Name Signature

President \_\_\_\_\_  
Printed Name Signature

Vice President \_\_\_\_\_  
Printed Name Signature

Secretary \_\_\_\_\_  
Printed Name Signature

Treasurer \_\_\_\_\_  
Printed Name Signature

PRINCIPAL APPROVAL: \_\_\_\_\_ \_/ \_/ \_

BOARD APPROVAL: \_\_\_\_\_ \_/ \_/ \_