

Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name Normal West High School

Student Activity Fund Name Westside MMA

To be completed by Accounting Department:

Account Number - Revenue 99.4.302.9583

Account Number - Expenditure 99.5.302.9583.xxxx

1. The purpose of the proposed Student Activity Fund is to purchase equipment, pay for competitions and registrations for students, purchase team gear.

2. Income in support of this Student Activity Fund will be obtained from the following sources:
Fundraising events

3. Expenditures from this Student Activity Fund will be for these purposes: _____
Equipment, Registration fees, Team gear

4. Authorized Signatures:

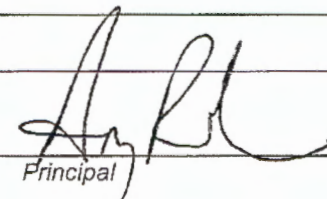
The following individuals are authorized to initiate expenditures from this fund:

N/A

Student Representative


Faculty Advisor

5. Other Comments: _____


Principal

This request was approved by the Board of Education on _____

Business Manager

Date

Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name Pepper Ridge ES

Student Activity Fund Name Coffee Cart Activity Fund

To be completed by Accounting Department:

Account Number - Revenue _____

Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is provide authentic learning for our SS students as they will take orders, follow steps to make beverages, and make change.
2. Income in support of this Student Activity Fund will be obtained from the following sources:
Selling beverages such as coffee and hot cocoa to staff. Sometimes minor food items.
3. Expenditures from this Student Activity Fund will be for these purposes: _____
Purchasing more beverages, creamer, flavors, and equipment such as coffee maker, etc.
4. **Authorized Signatures:**
The following individuals are authorized to initiate expenditures from this fund:

N/A
Student Representative

Anna Evans
Faculty Advisor
5. Other Comments: _____

Robert Batley 11/11/2025
Principal

This request was approved by the Board of Education on _____

Business Manager

Date