

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 Carlock Elementary School

Student Activity Fund Name Grants and Donations

To be completed by Accounting Department:

Account Number - Revenue _____

Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is To separate grant money and
donations with specified purposes from the General Fund.

2. Income in support of this Student Activity Fund will be obtained from the following sources:
Grants and donations with specified purposes (ex. pay off negative student lunch acct balances).

3. Expenditures from this Student Activity Fund will be for these purposes: _____
Expenditures will be used per the grant requirements or the purpose of the donation.

4. **Authorized Signatures:**

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

N/A _____ Kelley Fitzgerald
Student Representative *Faculty Advisor*

5. Other Comments: The EOP and/or the principal will be authorized to initiate expenditures
per the donation purpose or at the request of the staff member to whom the grant was issued.

_____ Kelley Fitzgerald
Principal

This request was approved by the Board of Education on _____

_____ *Business Manager*

_____ *Date*

Exhibit - Request for Establishment of Student Activity Fund

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

School Name Evans Jr High School
Student Activity Fund Name Unit 5 Special Olympics

To be completed by Accounting Department:

Account Number - Revenue _____
Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is Collect and distribute money for student special olympics participation.

2. Income in support of this Student Activity Fund will be obtained from the following sources:
Participation + T-shirt orders

3. Expenditures from this Student Activity Fund will be for these purposes:
Participation in state special olympics + order shirts/uniforms for participants.

4. Authorized Signatures:

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

N/A Dawn Kelley-Litt
Student Representative Faculty Advisor

5. Other Comments: Housed at Evans but students from all secondary buildings.

Kimberly N. Martin Boyd
Principal

This request was approved by the Board of Education on _____

Business Manager Date

Exhibit - Request for Establishment of Student Activity Fund

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

School Name NCHS

Student Activity Fund Name Tom Burns Memorial Fund

To be completed by Accounting Department:

Account Number - Revenue _____

Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is Help students in the athletic program who might need financial assistance

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

3. Expenditures from this Student Activity Fund will be for these purposes: _____
Pay for students in need during their athletic times

4. Authorized Signatures:

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

Student Representative [Signature]
Faculty Advisor

5. Other Comments: _____

[Signature]
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 NCHS

Student Activity Fund Name Feminism Club

To be completed by Accounting Department:

Account Number - Revenue _____

Account Number - Expenditure _____

1. The purpose of the proposed Student Activity Fund is to hold and distribute funds for the Feminism Club for various activities

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

Donation and Fundraising

3. Expenditures from this Student Activity Fund will be for these purposes: To support

our various activities throughout the year, such as meetings, supplies for projects and funding activities

4. Authorized Signatures:

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

Student Representative R. Michael [Signature]
Faculty Advisor

5. Other Comments: _____

[Signature]
Principal

This request was approved by the Board of Education on _____

Business Manager

Date