

**ANTHONY WAYNE LOCAL SCHOOLS  
STUDENT ACTIVITY HANDBOOK  
FOR ADVISORS**



## TABLE OF CONTENTS

Introduction .....	2
Anthony Wayne Local School District Mission Statement.....	3
Board Policies.....	4-6
Student Activity Guidelines.....	7-8
Preparing a Budget .....	9
Doing a Fundraiser .....	10
Dos and Don'ts of Fundraising .....	11
Before you Buy.....	12
Receipt Procedures .....	13
Completing the Sales Project Potential Form.....	14
Student Activity Files/Binders.....	15
District Support Organizations.....	16

### Required Forms

Form 1.....	Activity Purpose and Budget Statement
Form 2.....	Sales Project and Potential Form
Form 3.....	Pay-In-Form
Form 4.....	Sales Project Profit and Loss Statement
Form 5.....	Requisition Form
Form 6.....	Notice of Intent – District Support Org.

## **INTRODUCTION**

In an effort to ensure that Anthony Wayne Local Schools is in compliance with Ohio Revised Code and Auditor of State, this handbook details the procedures and forms to aid in the process of being a Student Activity Advisor and/or Coach. It attempts to address situations that may occur. However, if a question arises that cannot be answered through the use of this handbook, feel free to contact the Treasurer Office.

Student activities is an area of the district finances which is most susceptible to “Findings for Recovery” and citations by the Auditor of State’s Office. The majority of these findings are often due to lack of documentation. Adequate documentation will provide the safeguards over these funds. Additionally, having solid accounting practices along with a good set of internal controls is essential in preventing losses. Not only is this for the district’s protection, but also for that of the advisor.

The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all students, and to finance the normal legitimate co-curricular activities of the student body.

Any questions pertaining to the content of this handbook should be directed to the Treasurer’s Office.

**ANTHONY WAYNE LOCAL SCHOOL DISTRICT**

**MISSION STATEMENT**

**“Anthony Wayne Local Schools will partner with our community to engage all students in educational opportunities empowering them to become active, responsible, and productive citizens in our global society.”**

**General Expectations: Be Respectful, Be Responsible, Be Safe, Be Involved! #BeAGeneral**

## BOARD POLICIES

### 6610 - STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate co-curricular activities of the student organization.

For purposes of this policy, a "student activity fund" may include, but not be limited to co-curricular and approved extra-curricular activities such as clubs, publications, etc.

Each activity covered by this policy must be recognized by the Board of Education before monies can be collected or disbursed in the name of said activity. Any and all proposed expenditures from a student activity fund must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose.

The Treasurer is directed to submit annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

The Board will review the list upon submission to determine if the objective of each fund serves a continuing District need.

The Board authorizes the maintenance of approved student activity funds.

All activities shall be on a self-sustaining basis.

The Board authorizes the Treasurer to act on its behalf to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the Treasurer shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose.

A charitable donation may be made to an organization or individual in accordance with the Treasurer's guidelines for activity fund expenditures.

An expenditure shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not to be disbursed to a school class or group for any activity or event that will occur after the students have graduated.

Only student groups whose funds are managed by the Treasurer may conduct fund-raising activities during the school day and only those student groups, which are curriculum related, may conduct such activities during instructional hours. All other groups, including District-support organizations must conduct fund-raising activities before or after the school day and in compliance with Policy [5830](#) and Policy [9700](#).

Student activity funds are to be used for student-related purposes stated in the activity statement. Such funds shall not be used to purchase gifts for students or school employees.

A financial report of the condition of each student activity fund shall be submitted to the Board monthly.

R.C. 9.39, 3313.47, 3313.51, 3313.53, 3315.01, 3315.062, 3315.12, 3315.14,  
R.C. 3317.024, 5705.41, 5705.412  
A.C. 117-2-18, 117-2-20

Revised 9/27/04

## BOARD POLICIES

### 5830 - STUDENT FUND RAISING

The Board of Education acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purposes or for an activity connected with the schools.

Student fund-raising by approved school organizations, whose funds are managed by the Treasurer, may be permitted in school by the Principal. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy [8550](#), Competitive Foods.

Student fund-raising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to AG [6605](#).

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines.

These administrative guidelines should:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Treasurer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each student organization granted permission to solicit funds.

R.C. 1716.02, 1716.03, 3313.811  
Auditor of State Bulletin 2000-006  
7 C.F.R. Parts 210 and 220

Revised 12/18/00  
Revised 10/13/14  
Revised 1/9/17

## STUDENT ACTIVITY GUIDELINES

This handbook was prepared to help each sponsor carry out extracurricular responsibilities in the most effective way. To a large degree, the success of an activity depends upon the sponsor's ability and willingness to work with leadership of the organization. However, the main thrust, the planning and the program of the activity should come from the students.

As the advisor of a student activity group, you have the responsibility of overseeing the management of that group's funds and maintaining adequate control over those funds. You are also responsible for following all procedures as stipulated by the treasurer for recording transactions and verifying balances.

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

No advisor for an approved school organization is to accept any form of compensation from vendors that will provide a fund-raising activity, including, but not limited to, cash, gifts, travel vouchers, tickets, passes, and other things of such value. In the event that such compensation is received, albeit unsolicited, the advisor shall notify the Treasurer, in writing, that s/he received such compensation and shall turn in such compensation to the Treasurer at his/her earliest convenience.

In any fund-raising activity involving students, the following conditions must be met:

- A. Minimal instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. In accordance with Board policy, each fund-raising activity must be approved by the principal if occurring on District premises and by the Superintendent if occurring off District property. In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- E. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who shall be personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resalable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- F. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.
- G. Upon completion of a fund-raiser, a final report is to be submitted to the Treasurer within five (5) school days. The report should state:
  1. Cost of items or merchandise



2. Amount of money projected and amount of money raised
  3. any differences between the actual activity and the planned activity;
  4. any problems that occurred and how resolved;
  5. when and where funds were deposited;
  6. If merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected and the disposition of any unsold items.
- H. Fund-raising activities will not be permitted if they interfere with the District's educational program on nutrition.
- I. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/her responsibility is to ensure the service is provided in a proper manner and also ensure the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- J. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.
- K. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away food items or beverages but suggesting donations.

## PREPARING A BUDGET

### Activity Purpose and Budget Statement: (FORM 1)

The advisor/coach is to prepare and submit an annual budget and statement of purpose for his/her specific student activity organization to the building Principal. The Principal is to present the completed activity budget to the Treasurer each year for the following fiscal year activities. It will then be approved by the Board of Education.

The budget must include the following:

- **Purpose Statement**  
The purpose should encompass the reason for the activity's existence, aspirations, future goals, and the means through which the goals and aspirations may be achieved. The statement should be general in how these goals are to be accomplished and should also list what the general outcomes will be for the activity organization.
- **Estimated Revenues**  
The activity organization will need to determine any source of revenue for the fiscal year of the budgeting process. The revenue sources need to be general so as not to bind the organization in only performing those items listed on the budget. If other projects are determined to be feasible during the fiscal year, the budget may be revised.
- **Estimated Expenditures**  
The activity organization will need to determine any expenditures for the fiscal year of the budgeting process. The expenditures need to be general so as not to bind the organization in only performing those items listed on the budget. If other projects are determined to be feasible during the fiscal year, the budget may be revised.

No student activity budget may be written to include a deficit ending balance for the fiscal year.

Student activity monies should be expended in a way to benefit those students currently in school who have contributed to the accumulation of those monies.

It is an acceptable procedure for the coming year's budget to be completed by the current year's advisor/coach. At the time that the budgets are completed, it is not always known who will be advisor/coach for the next year but will assist them- in a starting point for their activity.

## DOING A FUNDRAISER

### Sales Project and Potential Form (FORM 2)

At least two weeks prior to the start of a fundraising activity, permission must be granted by the building Principal and Superintendent. To obtain permission, the advisor/coach must submit a Sales Project and Potential Form to the Principal. The top half of this form should be completed. The Principal will review the schedule to determine if there is a conflict with other fundraisers before approving. It will then be forwarded to the Superintendent for approval, after determining that the fundraiser is in the realm of the activity's budget and within the guidelines of Board policy. Once the final approval of the fundraiser has been received in the Treasurer's office, a copy of the form will be returned to the activity advisor/coach for them to begin the fundraiser procedures. For auditing purposes, all original copies will be kept on file in the Treasurer's office.

The Sales Project and Potential form outlines the details of a fundraising activity – the “who, what, when and where” of the fundraiser.

Once the fundraising activity is under way, and it is determined that the activity dates listed on the request form needs to be extended, the advisor/coach should contact the Treasurer's office to make the appropriate changes to the dates.

The Sales Project and Potential form is not a substitute for a purchase order. As soon as the advisor/coach receives a copy of the approved form, you can begin writing up requisitions. You will need to estimate the cost of the merchandise which you will need to buy to fulfill the orders. The funds must be legally encumbered **BEFORE** the order is placed and/or an invoice is received. A purchase order will follow via the approval process.

All monies collected from fundraisers must be deposited daily. If any students have outstanding fundraiser monies, the advisor/coach must notify the parents in writing.

### Sale of Food Items

Ohio school law does not allow for the sale of any food items on school grounds during the times when the school cafeteria is in operation. This includes the time before school when the cafeteria is serving breakfast. If it is determined that a proposed fundraising activity will be carried out during these times, thus creating competition for the cafeteria, the activity will not be approved.

### Not-for-profit sale

A “not-for-profit” sale is one where the students purchase the items at cost. These items are generally used to show school or class spirit and are usually such things as T-shirts, hats, coffee mugs, etc. Since the students purchase these items at cost, there is no profit made from the project.

The decision to carry out such a project must be left to the Principal. The students must also take into consideration their fellow class/activity members who may not have the resources to make purchases from the project.

Even though there is no profit made from these projects, the Sales Project forms should still be completed with “not-for-profit” noted on the form. These forms will be used to provide an accurate account of funds received from these projects.

## **DO'S AND DON'TS OF FUNDRAISING**

### Do's

Review contracts carefully prior to signing: (required when a service is being provided, example: DJs and facility rentals). The building principal should sign contracts and forward to Treasurer's office. No employee is permitted to sign a contract without permission of the Superintendent or Treasurer.

- Check quantities ordered
- Check prices to make sure they are the same as quoted
- Make sure all verbal commitments are in the written contract
- Provide in the contract for the return of unsold merchandise

Check the delivery slip and verify the quantity of items received.

Require strict accounting for all goods and funds. Remember, you as the advisor, are responsible for all merchandise and the loss of the same.

- Set up stringent safeguards on the quantity and total value of merchandise that may be signed out.
- Provide for the students and other sellers to sign for the materials they take.

Make safety of participants a major concern of yours

- Provide for actual physical supervision of "activity fund raisers" (ex. car wash)
- Establish safety precautions to prevent injury to students and to property.
- Provide a safety check of all equipment to be used in the project. (ex. lift-a-thon)
- Monitor events and institute further safety and/or disciplinary precautions as needed.

### Don'ts

Do not order goods from companies that will not credit for return of unsold goods.

Do not sign for goods unless they meet contract specifications.

- Signing for goods may make you personally liable for payment under the terms of the contract.
- Do not allow students to take more goods than they can reasonably sell quickly.
- Do not allow the acceptance of "special gifts" or "bonuses" for undertaking the fundraiser or achieving certain quotas.

## **BEFORE YOU BUY**

### Purchasing Procedures

Once your sales project potential form has been approved and you have received your copy back, you can begin ordering items needed for your fundraiser. Before any purchase is made within the school district, a requisition must be submitted and a purchase order must be obtained. The requisition must be complete in all areas: vendor, date, quantity, price, description and shipping. Any special instructions should be included with the requisition.

Anthony Wayne Local Schools is exempt from sales tax in Ohio, thus sales tax should not be included on the requisitions. Sales tax that is included on any invoices will not be paid. If a sales tax exemption certificate is required, the advisor/coach should contact the Treasurer's office. Any receipts reflecting tax, will be the responsibility of the staff member to correct or make payment to the school for said amount. Please note: The tax exempt number is only used when purchasing items for the school district.

Once the requisition is completed, it will be forwarded to the building principal and/or athletic director for approval. Upon approval by the principal, it is then forwarded to Superintendent for final approval.

Upon final approval, the requisition is then forwarded to the Treasurer's office to process the requisition into a purchase order.

### Purchase Orders

Unless noted on the requisition, a copy of the purchase order will be mailed to the vendor. A copy of the purchase order is also sent to the employee placing the order. Should the employee want to fax or phone in the order, a copy will not be mailed out. Once the employee receives a copy of the purchase order back, he/she may go ahead and phone or fax in the order.

It is important that all orders are checked for accuracy and completeness as quickly as possible once they are received. Once shipments are checked, the packing slip/receipt received with the order, should be attached to a copy of the purchase order with your signature and date, acknowledging receipt of merchandise or services. This should be returned to the Treasurer's office in a timely manner so as not to delay payment to vendors, thus avoiding late and/or finance charges.

## **INVOICES**

An itemized invoice is needed before payment can be made. Merchandise or service must be received or completed before payment is made.

An invoice must show the date of purchase, the itemized list of merchandise purchased, (including description of item, quantity, and unit cost) and the name, address, phone number of the company. A cash register receipt is not acceptable as an invoice unless it shows the detailed items. A contract is not an invoice.

Should the invoice arrive in your package, please check it over and if all looks good, initial the invoice and mark "okay to pay" and send to Treasurer's office for payment.

## RECEIPT PROCEDURES

All funds collected by and/or received from students are “public funds” and must be deposited into the district accounts. Cash must never be left unattended, kept overnight, or deposited into a personal account. A public employee is accountable for all money that he/she receives as a public employee. If a discrepancy is found, the advisor/coach will be held personally responsible for any missing or unaccounted funds. The Pay-In Form (FORM 3) must be completed and submitted with every deposit.

The Pay-In Form should include detailed information for coin, cash and individual check numbers with amounts. Be sure to sign as activity advisor. The building secretary will serve as cashier.

All monies received during a fundraiser along with the Pay-In Order are to be **deposited daily** with the building secretary.

Students should turn in all cash from a fundraiser to the activity advisor/coach on a daily basis. Advisors/coaches are to prepare a receipt in duplicate, giving one to student and retaining one in the activity file. When the advisor/coach deposits the cash along with the Pay-In Form with the building secretary, he/she will be given a receipt that should also be retained in the activity file.

Post-dated checks should not be accepted, and checks should not be cashed for anyone. **No cash collected should be used to pay any expenses related to the fund raiser. All purchases/expenses are made by a district check.**

## **COMPLETING THE SALES PROJECT POTENTIAL FORM**

Once a fundraiser is finished, the bottom portion of the Sales Project Potential form will need to be completed along with the Sales Project profit/Loss form statement (FORM 4). This form is designed to account for the income and expenses from fundraisers conducted by the student activity organizations. The purpose of the Sales Project Profit/Loss Statement form is to provide information to advisors/coaches and administrators of the various projects and whether they are functioning in accordance with adopted Board policies and making a profit/loss. The Sales Project Profit/Loss Statement form is to be used in instances where money will be made as the result of a sale of products, performances, dances, etc. It is also to be used when money is collected for a charity. In short the Sales Project Profit/Loss Statement form states what the profit of the fundraising activity was. This statement is to be attached to the Sales Project Potential Form. Advisor should sign off on the bottom half of Sales Project Potential form once it is completed and turn in to building principal/A.D.

## **STUDENT ACTIVITY FILES/BINDERS**

All advisors/coaches are responsible for maintaining student activity files. These files should include the following:

- Proof of all receipts and expenditures on the day the transaction is completed.
- Copy of the activity purpose/budget statement.
- Copy of Sales Project Potential Form
- Copies of pay in forms and receipts.
- Copies of purchase orders.
- Any spreadsheets used in keeping track of payments
- Copies of any other transactions pertinent to the operations of the activity fund.

All student activity files need to be made available to the Treasurer's office and/or State Auditors for review if requested.

Any student activity fundraiser carried out during the summer months, must follow the guidelines as mentioned in this handbook, the same as when school is in session.



## **DISTRICT-SUPPORT ORGANIZATIONS**

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

Each support organization must maintain and provide proof of general liability insurance coverage. The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

Because of the connection between support organizations and the School District programs and students, and because of the common use of the School District name in connection with the organization's activities, the public perception may be that the organizations and their activities are school-sponsored and approved by the Board, notwithstanding the fact that such organizations are independent entities, are not agents of the Board, and are not under the control or authority of the Board. In order to prevent disruption to the District's educational programs and injury to the District's reputation by conduct and activities of a support organization which are inconsistent with the District's mission, only organizations formally recognized by the Board will be permitted to use the School District name, as well as any logos or other insignia or emblems associated with and used to identify the District and/or school-sponsored programs and activities.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

- A. School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations.
- B. In addition to parents, membership should be made available to District staff and members of the community.
- C. Each District support organization shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board.
- D. It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board Policy.

The organization shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board. In addition, organizations must produce the following documents to the Superintendent and/or Treasurer upon request:

1. A copy of the support organization's Bylaws and any amendments.
  2. A current list of names, addresses and titles of each officer of the organization. No administrative employee of the School District may be an officer of the booster organization in order for the organization to obtain Board recognition.
  3. The organization's balance sheet, together with an accounting of the organization's income and expenses for the preceding calendar year.
- E. Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
- F. The activities of District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The school district tax identification number shall not be used for District support organization purchases.
- G. The time, date, purpose, location and conduct of all fund-raisers on District property shall have prior approval of the administration. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first come, first served basis. **(FORM 6)**
- H. Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.
- I. District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.
- J. Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.

# Activity Purpose and Budget Statement for Anthony Wayne Schools

School Year:

Activity Fund:

Name of Organization:


Activity Purpose:

Planned or anticipated activities to be sponsored By Club: (Please fill in below)

Beginning Balance \_\_\_\_\_

**ACTIVITY BUDGET**

PLANNED OR ANTICIPATED FUNDRAISERS AND ACTIVITIES	ESTIMATED REVENUE	ESTIMATED EXPENDITURES
<b>TOTALS:</b>		

\_\_\_\_\_  
Activity Advisor/Coach

\_\_\_\_\_  
Building Principal/AD

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Treasurer

## Anthony Wayne Local Schools SALES PROJECT PPOTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity programs. **Top part of this form is to be completed prior to start of project. Notification of final approval must be secured by the organization prior to the start of the project.**

Organization \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Purpose of Proposed Sales Project

\_\_\_\_\_

Dates of Proposed Sales Project \_\_\_\_\_

Company Name and Address \_\_\_\_\_

\_\_\_\_\_

Estimated Expenditures \_\_\_\_\_

\_\_\_\_\_

Estimated Receipts \_\_\_\_\_

Requested by:

Approved by:

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Principal Signature                      Date

\_\_\_\_\_  
Superintendent Signature                      Date

**This section is to be completed when project is completed.**

		<u>Unit Price</u>		<u>Total Cost</u>
Revenue	_____ @	\$ _____	\$	\$ _____

Expenses	_____ @	\$ _____	\$	\$ _____
----------	---------	----------	----	----------

Total to be accounted for \$ \_\_\_\_\_

Total Deposited with Treasurer \$ \_\_\_\_\_

Quantity Unaccounted for  
(Explain on Reverse Side) \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature                      Date

\_\_\_\_\_  
Principal Signature                      Date

\_\_\_\_\_  
Superintendent Signature                      Date

\_\_\_\_\_  
Treasurer Signature                      Date

## ANTHONY WAYNE SCHOOLS PAY-IN FORM

**TO BE COMPLETED BY ACTIVITY TREASURER/STUDENT ADVISOR**

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

	<u>\$ Amount</u>	<u>Description of Payment (shirts, tickets, etc.....)</u>
Coins:	\$ _____	_____
Currency	\$ _____	_____
Total Cash	\$ _____	

	<u>Check No.</u>	<u>\$ Amount</u>	<u>Description of Payment</u>
Checks (List Separately) (use back side for Additional room)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Total Check Amount \$ \_\_\_\_\_

**Total Pay-in:** \$ \_\_\_\_\_

Signature of Advisor \_\_\_\_\_

For office use
Amount Received _____
Date Received _____
Cashier/Secretary initials _____





**Anthony Wayne Boosters, Club Sports and Parent Organizations**  
**NOTICE OF INTENT FOR FUNDRAISING ACTIVITIES**

The Anthony Wayne School District is appreciative of the support from the Boosters, Clubs and Parent Organizations. We know these organizations work hard to raise funds to support the academic and athletic activities of our district. This Notice of Intent form is designed to keep the school staff informed of the fundraising activities held within the district. We would appreciate having this form completed prior to the start of the fundraising project.

Name of Organization \_\_\_\_\_

Proposed Sales Project \_\_\_\_\_

Purpose of Proposed Sales Project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Receipts \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Requested by:

Notification acknowledged by:

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date