

Student Activity Procedure Handbook  
Receipt and Acknowledgement

I, \_\_\_\_\_, acknowledge receipt of the East Holmes Local Schools Student Activity Procedure Handbook and agree to abide by the Handbook guidelines and any applicable Board policies relating to student activity funds.

\_\_\_\_\_  
Advisor/Coach Title\*

List all Clubs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*This form only needs to be filled out once, even in you are an advisor or coach for multiple clubs/sports.

Please indicate your school/location:

\_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO THE TREASURER'S  
OFFICE**

## **Student Activity Advisors**

### **Informational Sheet**

Please read the East Holmes Local Student Activity Procedure Handbook thoroughly. All information needed to successfully administer a student activity is contained within that manual. The following steps are intended only to give a quick overview of the student activity process.

### **GUIDELINES**

#### ***Spring of the upcoming School Year:***

Complete and submit a Purpose Statement and Budget form to the treasurer. Please be sure to list ALL projected fundraisers for each student activity fund and what activity the funds will be used for. Please be specific.

#### ***In Preparation for a Fund Raiser:***

Complete and submit the Preliminary Sales Project Form, attaching requisitions for all expenditures required in the course of the fundraiser.

#### ***During the Course of a Fund Raiser:***

Funds must be deposited within **24 hours** of receipt (per Ohio Revised Code guidelines). This can be accomplished two ways:

1. Funds can be deposited directly to the bank with a deposit recap sheet sent to the treasurer's office (building secretary may assist you with this).
2. Funds can be submitted to the treasurer's office for deposit, with a deposit recap report.

Accurate records of the following must be kept (if applicable):

1. Number of items on hand to be sold (i.e. cases of candy bars)
2. Number and type of tickets sold (i.e. adult or child)
3. Disbursement of items to be sold to students (i.e. John Jones received one case of candy bars on 8-29-01)
4. Receipt of money from students (i.e. John Jones returned \$40 for one case of candy bars on 9-1-01)
5. Explanation for shortage of items (i.e., lost, stolen) and attempts made to retrieve these items. Also, a description of how this can be avoided in future sales may help if the auditors look at your fund.

Forms that may assist you with this record keeping are available on the East Holmes Local Schools website.

***Upon Completion of a Fundraising Project***

Complete and submit the Final Report – Sales Project form and the Ticket Accountability Recap, if applicable. The Final Report – Sales Project form is on the bottom of the Preliminary Sales Project Form and will be returned to you upon completion of the fund raiser.

Maintain all forms of record keeping used during the course of the sales project – these may be needed if the auditor chooses your fundraiser to be audited.

***Request for Revised Activity Budget:***

Complete and submit a revised Purpose Statement and Budget form if your group's activities differ from your original Purpose and Budget Statement or if the group's purpose, goals and objectives or budget estimates change.

***At Year End:***

Make sure all Final Report – Sales Project forms along with Ticket Accountability and Recap sheets have been completed (if unsure, please contact the treasurer's office).

All purchase orders must be submitted by May 15 for processing.

All outstanding receipts for expenses incurred must be submitted by June 1 for reimbursement.

It is suggested that you keep copies of all forms submitted to the treasurer's office.