

STUDENT ACTIVITY PROPOSAL

ORGANIZATION Columbus HS ACTIVITY Student Council
 PURPOSE Lemonade Stand
 STARTING DATE 3/12/25 ENDING DATE _____

Please complete section one or two below for all money you plan to collect from fundraisers, admissions, dues, fees, sales, tickets, etc.

Complete **SECTION ONE** for resale activities:

COMPANY & ADDRESS _____			
COMPANY REPRESENTATIVE _____		PHONE NO. _____	
ITEMS FOR RESALE	QUANTITY	UNIT PURCHASE PRICE	PROPOSED RESALE PRICE
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____
_____	_____	@ \$ _____	@ \$ _____

Complete **SECTION TWO** for other activities:

✓ DESCRIPTION OF ANTICIPATED REVENUE (please be specific and list details such as unit prices, estimated quantities, etc.)	PROJECTED RECEIPTS
_____	\$ _____
_____	\$ _____
_____	\$ _____
DESCRIPTION OF ANTICIPATED EXPENSES	ESTIMATED COSTS
_____	\$ _____
_____	\$ _____
<u>(Charitable Contribution)</u>	\$ _____

Please use **SIDE TWO** of this form to reconcile your activity upon its completion. Admissions and ticket sales must be reconciled on a separate "Admission & Ticket Reconciliation" form. Concession stand sales must be reconciled on a separate "Concession Stand Reconciliation" form.

CASH IN SCHOOL BUILDINGS-File: DM (Adoption date: July 23, 2001)

All monies collected are receipted, accounted for and deposited every 24 hours if possible. In the event the Treasurer or person in charge of an activity is unable to deposit the money in 24 hours, the money are accounted for and deposited in the safe. The money is held no longer than three business days after receipt and the amount must be less than \$1,000.00. If the amount is more than \$1000, or the money cannot be adequately safeguarded, it must be deposited on the business day following the date of receipt.

ADVISOR Stacy Basinger DATE 3-12-25
 PRINCIPAL APPROVAL W. R. B. L. DATE 3-12-25
 SUPERINTENDENT APPROVAL Jerry Haden DATE 3/13/25
 TREASURER'S OFFICE Jennifer Haden DATE 3/18/25
 (form revised 04/25/2022)

STUDENT ACTIVITY RECONCILIATION

ORGANIZATION _____ ACTIVITY _____

Do not use this form for admissions, ticket sales, or concession stands. Separate forms are provided for those activities.

Complete SECTION ONE for resale activities:

Quantity purchased from vendor and unit cost	_____	@ _____	\$ _____	(PURCHASES)
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity returned to vendor and unit cost	_____	@ _____	\$ _____	+RETURNS
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity sold during activity and sales price	_____	@ _____	\$ _____	+SALES
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Equals quantity unaccounted for and unit cost (attach explanation)	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Other expenses	_____		\$ _____	(EXPENSES)
	_____		\$ _____	
	_____		\$ _____	
Net profit			\$ _____	=PROFIT
Total amount of money deposited with building secretary: (attach all office receipts and an explanation if not equal to total sales above)			\$ _____	DEPOSITS

Complete SECTION TWO for other activities:

Description of actual revenues	_____	\$ _____	+REVENUE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Description of actual expenses	_____	\$ _____	-EXPENSE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Net profit		\$ _____	=PROFIT
Total amount of money deposited with building secretary (attach all office receipts and an explanation if not equal to total revenue above)		\$ _____	DEPOSITS

ADVISOR _____ DATE _____

PRINCIPAL _____ DATE _____

SUPERINTENDENT _____ DATE _____

TREASURER'S OFFICE _____ DATE _____

(form revised 04/25/2022)

STUDENT ACTIVITY RECONCILIATION

 ORGANIZATION Student Council

 ACTIVITY Columbian

Do not use this form for admissions, ticket sales, or concession stands. Separate forms are provided for those activities.

Complete SECTION ONE for resale activities:

Quantity purchased from vendor and unit cost	_____	@ _____	\$ _____	(PURCHASES)
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity returned to vendor and unit cost	_____	@ _____	\$ _____	+RETURNS
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Less quantity sold during activity and sales price	<u>222</u>	@ <u>10.00</u>	\$ <u>2220.00</u>	+SALES
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Equals quantity unaccounted for and unit cost (attach explanation)	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
	_____	@ _____	\$ _____	
Other expenses	_____		\$ _____	(EXPENSES)
	_____		\$ _____	
	_____		\$ _____	
Net profit			\$ _____	=PROFIT
Total amount of money deposited with building secretary: (attach all office receipts and an explanation if not equal to total sales above)			\$ <u>2220.00</u>	DEPOSITS

Complete SECTION TWO for other activities:

Description of actual revenues	_____	\$ _____	+REVENUE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Description of actual expenses	_____	\$ _____	-EXPENSE
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Net profit		\$ _____	=PROFIT
Total amount of money deposited with building secretary (attach all office receipts and an explanation if not equal to total revenue above)		\$ _____	DEPOSITS

 ADVISOR Steve Basore

 DATE 3/13/25

 PRINCIPAL W. R. B. L.

 DATE 3/13/25

 SUPERINTENDENT Tony Nardes

 DATE 3/13/25

 TREASURER'S OFFICE Jonah Hedin

 DATE 3/18/25

(form revised 04/25/2022)

Columbus #5 STUDENT ACTIVITY PROPOSAL

ORGANIZATION Student CouncilACTIVITY Snowball Winter DancePURPOSE Snowball Winter Dance

STARTING DATE _____

ENDING DATE _____

Please complete section one or two below for all money you plan to collect from fundraisers, admissions, dues, fees, sales, tickets, etc.

Complete SECTION ONE for resale activities:

COMPANY & ADDRESS _____

COMPANY REPRESENTATIVE _____ PHONE NO. _____

ITEMS FOR RESALE	QUANTITY	UNIT PURCHASE PRICE	PROPOSED RESALE PRICE
<u>Dance tickets</u>	<u>approx 300</u>	<u>@ \$ 10.00</u>	<u>@ \$ 3.00</u>
_____	_____	<u>@ \$ _____</u>	<u>@ \$ _____</u>
_____	_____	<u>@ \$ _____</u>	<u>@ \$ _____</u>

Complete SECTION TWO for other activities:

DESCRIPTION OF ANTICIPATED REVENUE
(please be specific and list details such as unit prices, estimated quantities, etc.)

PROJECTED RECEIPTS

\$ _____
\$ _____
\$ _____

DESCRIPTION OF ANTICIPATED EXPENSES

ESTIMATED COSTS

\$ _____
\$ _____
\$ _____

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ADVISOR Stacy BoreyDATE 3/13/25PRINCIPAL APPROVAL W. R. Z. L.DATE 3/13/25SUPERINTENDENT APPROVAL Jerri MadenDATE 3/13/25TREASURER'S OFFICE Jerri MadenDATE 3/18/25

(form revised 04/25/2022)