

Student Clubs and Organizations Budgetary Outline

I. Name of Club or Organization: _____

II. School year: - _____

III. Elected Officers:

President _____

Vice-Pres _____

Secretary _____

Treasurer* _____

*If student participation in a club or organization is low, a president and/or treasurer must still be elected by the club members.

III. Objectives and Goals:

A. _____

B. _____

C. _____

D. _____

IV. Anticipated Expenditures and Purpose:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

V. Anticipated Fundraising Projects and Purpose: Please Note: If you would like to issue a student award at the end of the school year out of your club funds, you must list the award and the amount of the award below

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

VI. If revenues exceed expenditures after objective is achieved as outlined above, how will the excess revenues be handled? ***Please note: Graduating classes must designate in writing how any excess revenues will be handled upon their graduation. This designation must be recorded in the meeting minutes and instructions are to be distributed in writing to the Activities Account Coordinator.***

VII. If expenditures exceed revenues, in what manner will the debt be absorbed?

VIII. If so requested, are your organization's records available for inspection by the Board of Education?

YES _____ NO _____

IX. Signatures:

Club Sponsor: _____

Club President: _____

Treasurer: _____

Building Principal: _____

Business Manager: _____

This form must be returned to the Business Manager immediately following the club's organizational meeting. It will be presented to the Board of Education at the monthly Board Meeting.

Board Approval Date:

