

**BUFFALO PUBLIC SCHOOLS-EXTRACLASSROOM ACTIVITY FUND**

**OPERATIONS APPROVAL AND BUDGET FORM**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity Name \_\_\_\_\_ Activity Number: \_\_\_\_\_

Activity Purpose \_\_\_\_\_

Below is a list of fund raising events to be conducted by the Activity during the \_\_\_\_\_ school year.

<b>Fund Raiser Code</b>	<b>Fund Raising Event Name</b>	<b>Estimated Revenue</b>	<b>Estimated Expenses</b>	<b>Profit</b>

President \_\_\_\_\_

Student \_\_\_\_\_

Vice- President \_\_\_\_\_

Student \_\_\_\_\_

Secretary \_\_\_\_\_

Student \_\_\_\_\_

Activity Treasurer \_\_\_\_\_

Student \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Print \_\_\_\_\_

Approved \_\_\_\_\_  
(Principal)

Not Approved \_\_\_\_\_  
(Principal)

## **ORGANIZATIONAL PROCEDURES**

Students desiring to form an extraclassroom activity shall petition the principal in writing. The attached **OPERATIONS APPROVAL AND BUDGET** shall be used to petition the principal to create an extraclassroom activity.

- Students should state the name of the proposed activity.
- Students should state the purpose of the activity.
- Students(5) shall sign, indicating sufficient interest in the proposed activity.
- Principal in conjunction with the students will seek a suitable advisor. The advisor's signature indicates they have accepted the position.
- Students along with the faculty advisor should note the proposed fund raising events to be conducted by the activity for the school year and estimate the revenues, expenses and profit for each event.
- Principal's signature indicates the activity and fund raising events have been approved.
- Once the activity has been approved officers of the activity shall sign indicating proper organization exist.
- The Central along with Activity Treasurers for each approved extraclassroom activity shall maintain a copy of the **OPERATIONS APPROVAL AND BUDGET FORM**.
- Extraclassroom activities must complete a new **OPERATIONS APPROVAL AND BUDGET FORM** each school year.