

EXHIBIT B-1

**Student Organization Fund Approval for Expenditure in Excess of \$1,000.00**

SCHOOL: BURNET MIDDLE SCHOOL

DATE: December 19, 2018

DEPARTMENT: Band

VENDOR: Cherrydale Farms

AMOUNT: \$2691.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]:

Band/Fundraiser  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

Tommy Harrell, Principal

Name

Tommy Harrell  
Signature

\*\*\*\*\*

Per the Student Organization Funds-Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached

\_\_\_\_\_  
Gregory E. Brennan  
School Business Administrator

\_\_\_\_\_  
Date



REMIT PAYMENT TO:  
**Cherrydale Farms**

**INVOICE**

**2203752**

P.O. Box Lockbox # 206955, Dallas, TX 75320-4320  
 Phone: (877)619-4822

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FRBURUN Group Code:975815  
 Burnet Middle School Music Dep  
 attn. Michael Hamilton  
 1000 Caldwell Ave.  
 Union NJ 07083  
 Attention: Michael Hamilton  
 Phone: (845)300-2241 Fax:

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Sales Rep RUTH SOMERS Phone (973)699-6211 Fax Date 4-Dec-18 Terms Net Due Ship Via CSI Customer PO FRBURUN18F1 Page 1 of 2

Ordered	Shipped	Item	Description	Unit	Amount
1 ea	1 ea	0180	BEEF SUMMER SAUSAGE	9.80	9.80
1 ea	1 ea	1121	3 CHEESE GARLIC BISCUIT MIX	9.80	9.80
1 ea	1 ea	2358	OT MUFFIN VARIETY PACK	12.60	12.60
3 ea	3 ea	2366	DV HERSHEY KISSES CHEESECAKE	19.60	58.80
1 ea	1 ea	2372	BEER BREAD MIX	9.10	9.10
6 ea	6 ea	3422	OT MINI LOAF VARIETY PACK	12.60	75.60
5 ea	5 ea	3423	COFFEE SAMPLER	11.20	56.00
3 ea	3 ea	3424	DONUT SHOP BLEND	11.20	33.60
4 ea	4 ea	3743	VANILLA MACAROONS	9.10	36.40
3 ea	3 ea	3744	SUGAR FREE CHOCOLATE MACAROONS	9.10	27.30
1 ea	1 ea	3791	CHOCOLATE ROLL	12.60	12.60
11 ea	11 ea	4451	AUNTIE ANNE'S SOFT PRETZELS	12.60	138.60
5 ea	5 ea	5049	VARIETY CHEESECAKE SAMPLER	19.60	98.00
3 ea	3 ea	5948	DV CINNAMON ROLLS	9.10	27.30
6 ea	6 ea	7013	CHEESECAKE DROPS	14.70	88.20
4 ea	4 ea	7221	PUMPKIN CREAM ROLL	12.60	50.40
3 ea	3 ea	7226	DV CHOC CARAMEL PECAN CHEESECAKE	19.60	58.80
1 ea	1 ea	7255	PORT & CHEDDAR COLD PACK CHEESE SPREAD	10.50	10.50
7 ea	7 ea	7259	OT BUTTER CRUNCH TOFFE COOKIE DOUGH	12.60	88.20
6 ea	6 ea	7260	OT DBL CHOCOLATE CHIP BROWNIES	12.60	75.60
24 ea	24 ea	7262	OT CHOCOLATE CHIP COOKIE DOUGH	12.60	302.40
5 ea	5 ea	7263	OT CARNIVAL	12.60	63.00
3 ea	3 ea	7264	OT BUTTER SUGAR	12.60	37.80
1 ea	1 ea	7265	OT PEANUT BUTTER	12.60	12.60
14 ea	14 ea	7266	OT TRIPLE CHOCOLATE CHUNK	12.60	176.40
3 ea	3 ea	7267	OT SNICKERDOODLE	12.60	37.80
14 ea	14 ea	7268	OT WHITE CHOCOLATE MACADAMIA NUT	12.60	176.40
13 ea	13 ea	7269	OT OATMEAL RAISIN	12.60	163.80
5 ea	5 ea	7270	OT MINT CHOCOLATE CHUNK	12.60	63.00
5 ea	5 ea	7271	OT CRANBERRY OATMEAL	12.60	63.00
5 ea	5 ea	7272	OT REESE'S PIECES COOKIE DOUGH	12.60	63.00
7 ea	7 ea	7273	OT STRAWBERRY SHORTCAKE	12.60	88.20
10 ea	10 ea	7280	SOFT PRETZEL NUGGETS	12.60	126.00
6 ea	6 ea	7288	CHEESY GARLIC BREAD	8.40	50.40
7 ea	7 ea	7289	CHEESE STUFFED BREAD STICKS	8.40	58.80
2 ea	2 ea	7295	BREAKFAST PIZZA	11.90	23.80
2 ea	2 ea	7300	PEPPERONI GOURMET PIZZA	11.20	22.40
2 ea	2 ea	7305	CHICKEN ALFREDO PIZZA	12.60	25.20
9 ea	9 ea	7306	CINNABON GOOEY BITES	12.60	113.40
2 ea	2 ea	7312	MINI PRETZEL DOGS	14.70	29.40

(continued on next page)



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Sales Rep: RUTH SOMERS      Phone: (973)699-6211      Fax:      Date: 4-Dec-18      Terms: Net Due      Ship Via: CSI      Customer PO: FRBURUN18F1      Page: 2 of 2

Ordered	Shipped	Item	Description	Unit P	Amount
1 ea	1 ea	9212	POTATO BACON CHEESE	13.30	13.30
2 ea	2 ea	9233	ITALIAN SAUSAGE TORTELLINI	13.30	26.60
2 ea	2 ea	9292	CHICKEN WILD RICE SOUP	13.30	26.60

Ordered: 219      Shipped: 219      Balance Due: 2,740.50

A 1.5% per month interest charge will be applied to accounts past 30 days

**Account Summary FRBURUN Burnet Middle School Music Dep**

DATE	ACTIVITY	\$ AMOUNT	\$ BALANCE
11/27/18	Credit memo #1034858	-49.50	-49.50
12/4/18	Main Order #2203752	2,740.50	2,691.00
<b>Total Due:</b>		<b>\$2,691.00</b>	

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School

Date: 12/19/18

DEPARTMENT: Keyclub Account: 46

VENDOR: NJ District of Key Club Amount: Max \$ 7,160

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Field trip payment  
to NJ District Key Club convention in Long Branch

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Althea Bossard

NAME

Althea Bossard

SIGNATURE

\*\*\*\*\*

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

\_\_\_\_\_  
Gregory Brennan, Business Administrator

\_\_\_\_\_  
Date

# Welcome New Jersey Key Clubbers!



Howdy Partner! Welcome to the 73rd Annual New Jersey District Convention of Key Club International. You have all worked hard this service year to master the skills of caring, service, and leadership, but now it is time to celebrate your hard work! We would like to formally invite you to join us for this grand event of celebration on the weekend of **March 29th to 31st, 2019** at the Ocean Place Resort & Spa in Long Branch, New Jersey.

## NEW REGISTRATION PROCEDURES

This year we will be requiring all information to be submitted online.

Online Registration Link: <https://goo.gl/o72eUm>

Rooming List to be completed prior to completing registration: <https://goo.gl/JdVGAA>

If you have any questions or concerns...please e-mail [registration@nkeyclub.org](mailto:registration@nkeyclub.org).

Link for Digital Medical Form that can be filled out and printed and submitted at DCON: <https://goo.gl/H-Liyji>

Link for Code of Conduct Form that must be signed and submitted at DCON: <https://goo.gl/gskSss>

Here are some helpful tips to help make your Division's Club's Registration Process run smoothly:

1. Start planning with your Advisor and School Administration as soon as possible. Find a plan to help members pay. Determine if your club is able to subsidize a portion of the costs for some or all of your members to attend.
2. You will need permission from your school principal, administrations, or Board of Education, please ask now! Do not wait until the week before.
3. Plan transportation now, especially if you need a bus from your school or an outside source. It may be easier to share with other area clubs. Contact your Lieutenant Governor to find out how the other clubs in your Division plan to get there.
4. Chaperones are mandatory for this trip. If you do not have a chaperone, please contact your respective Lieutenant Governor for assistance.
5. If you need to submit a check or purchase order to your school, please do it early. If you need to get the New Jersey Key Club to sign it, please e-mail to [registration@nkeyclub.org](mailto:registration@nkeyclub.org). Allow enough time to submit registration by the deadline. This can be done electronically. With many issues to consider, remember to read the entirety of this packet and mailing to gain a full understanding of the registration process and District Convention.

Additionally, in order to make sure your club sends in all of the necessary forms, any page with the Woody character is just information. Any page with the Jessie character is a form you need to bring to convention and Buzz Lightyear is a form you need to send!

All of the enclosed information along with other Convention information will be posted on the District website: [nkeyclub.org](http://nkeyclub.org). If you have any further questions, please contact your Lieutenant Governor, any member of the Kiwanis Committee, or [registration@nkeyclub.org](mailto:registration@nkeyclub.org). Remember to start planning early! We look forward to seeing you at convention!



# Schedule of Events

2019 New Jersey Key Club District Convention  
Friday, March 29th - Sunday, March 31st  
Ocean Place Resort & Spa, Long Branch, NJ

\*\*\*PLEASE NOTE THE CHANGE IN SCHEDULE AND DRESS CODE AT SESSIONS!

## Friday, March 29th

2:00 PM - 5:00 PM	Attendee Registration & Hotel Check-In
2:00 PM - 5:00 PM	Contests Entry Submissions
3:45 PM - 4:30 PM	Candidate's Meeting
4:00 PM - 5:00 PM	Lieutenant Governor-Elect Meeting
5:00 PM - 5:15 PM	Sergeant-at-Arms Orientation
5:30 PM - 9:00 PM	Opening Session/Meet the Candidates/Dinner Attire: Club Spirit Wear
9:30 PM - 10:00 PM	A Light in the Darkness: Fighting Hunger in New Jersey - Walk Attire: Club Spirit Wear
10:00 PM - 11:30 PM	Meet and Greet Attire: Club Spirit Wear
10:00 PM - 11:30 PM	Advisor and Chaperone Reception
12:00 AM	Curfew

## Saturday, March 30th

7:45 AM - 8:45 AM	Kiwanis Family Appreciation Breakfast Attire: Business Professional
8:55 AM - 9:30 AM	Workshop Session #1 Attire: Business Professional
9:30 AM - 10:45 AM	Advisor Meeting
9:35 AM - 10:10 AM	Workshop Session #2 Attire: Business Professional
10:15 AM - 10:50 AM	Workshop Session #3 Attire: Business Professional
11:00 AM - 11:30 AM	Club Project Spotlight Attire: Business Professional