

**ATHLETIC  
DEPARTMENT**

**Memo**

To: Diane Cappiello  
From: Phyllis Lang, Secretary  
Athletic Office  
Re: Add to agenda over \$1000.00 Expenditure  
Date: 1/23/2017

Attached are Expenditures for the Athletics over \$1000.00.

- 1) Add to the Agenda Athletic Scholarship awards to be presented for the 2016-2017 school year.
  - A) Student Trainer Scholarship awards
  - B) Lou Retino Schoolrship Award

Please approve at the next Board Meeting.

Thank you  
Phyllis

EXHIBIT B-1

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

School : Union High School Athletics

Date: 1/23/2017

DEPARTMENT: Athletics

Account: 3220

VENDOR: Union High School Scholarship Awards

Amount: approx. \$3500.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of scholarships to be Awarded this year for the Lou Retino Scholarship awards in 2017 and the Student Trainer Scholarship for the 2016-2017 school year. These will be presented at the High School's awards night at the end of the school year.

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

Linda Ionta-Director of Athletics

NAME



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

FA

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

FILE CODE 3453

**REVISED:** EXHIBIT B-1

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

SCHOOL: BURNET MIDDLE SCHOOL

DATE: January 19, 2017

DEPARTMENT: Yearbook

VENDOR: Lifetouch National School Studios

AMOUNT \$5,771.79

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

Yearbooks - See attached

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

Raymond Salvatore, Principal

Name

  
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

YrBK Acct.



# INVOICE

Please Pay From This Invoice

Remit To:  
Jostens  
21336 NETWORK PLACE  
CHICAGO IL 60673-1213

<b>Ship To:</b>	<b>No.</b> 1056260	<b>Sold To:</b>	<b>No.</b> 1056260	<b>Invoice #</b>	<b>Date</b>	<b>Page</b>
BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083		BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083		1051124B	7-Nov-16	1 of 1
				<b>Terms</b>	<b>Job Number</b>	<b>Job Year</b>
				NET 30	07594	2016
<b>Customer PO Number</b>						

<b>Bill To:</b>	<b>No:</b> 1056260				
BURNET MIDDLE SCHOOL YEARBOOK 1000 CALDWELL AVE UNION NJ 07083				<b>Sales Agent</b>	<b>Agent #</b>
ATTN: Maria Flordilino				JAMES MITRO	3274
				<b>For Customer Service Call</b> 1-800-854-7464, Ext. 17186	

Line #	Description	Sell Price
1	PAYMENT FOR THE 2016 YEARBOOK ORDER	\$3,954.29

Total Charges +	Shipping & Handling +	Total Tax +	Subtotal +	Total Credits/ Adjustments (-)	Total Deposits/ Payments (-)	Please Pay this Amount
\$3,954.29			\$3,954.29		\$0.00	\$3,954.29

In the event that you do not sell or use your overrun copies, we will be happy to credit your account. To receive credit, please call or email your customer service representative within 60 days of your invoice date and confirm the number of overruns you were unable to sell.

Please Detach and Return This Portion With Your Payment. Thank You For Your Order

Customer PO Number	Customer No.	Invoice No.	Date	Amount	Payment
	1056260	1051124B	7-Nov-16	\$3,954.29	

Remit Jostens  
To: 21336 NETWORK PLACE  
CHICAGO IL 60673-1213

BURNET MIDDLE SCHOOL  
YEARBOOK  
1000 CALDWELL AVE  
UNION NJ 07083



# INVOICE

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<b>Ship To:</b>	<b>No.</b> 1056260	<b>Sold To:</b>	<b>No.</b> 1056260	<b>Invoice #</b>	<b>Date</b>	<b>Page</b>
BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083		BURNET MIDDLE SCHOOL 1000 CALDWELL AVE UNION NJ 07083		1051124A	7-Nov-16	1 of 1
				<b>Terms</b>	<b>Job Number</b>	<b>Job Year</b>
				NET 30	07594	2016
<b>Customer PO Number</b>						

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ATTN: Maria Flordilino				JAMES MITRO	3274
				<b>For Customer Service Call</b> 1-800-854-7464, Ext. 17186	

Line #	Description	Sell Price
1	PAYMENT FOR THE 2016 YEARBOOK ORDER	\$1,817.50

Total Charges +	Shipping & Handling +	Total Tax +	Subtotal +	Total Credits/ Adjustments (-)	Total Deposits/ Payments (-)	Please Pay this Amount
\$1,817.50			\$1,817.50		\$0.00	\$1,817.50

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Customer PO Number	Customer No.	Invoice No.	Date	Amount	Payment
	1056260	1051124A	7-Nov-16	\$1,817.50	

Remit Jostens  
 To: 21336 NETWORK PLACE  
 CHICAGO IL 60673-1213

BURNET MIDDLE SCHOOL  
 YEARBOOK  
 1000 CALDWELL AVE  
 UNION NJ 07083

EXHIBIT B-1

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

SCHOOL: Kawameeh

Date: 1/6/17

DEPARTMENT: Principal Account: #26

VENDOR: Jostens Yearbook Amount: \$1,830.<sup>00</sup>

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

First yearbook deposit -  
\_\_\_\_\_

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

Jason Malanda  
NAME

  
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

# YEARBOOK

CELEBRATING MOMENTS THAT MATTER

YEAR: 2017 | JOB #: 17353 | REP: Bonnie Blackman | DATE: 01/06/17

## JOSTENS YEARBOOK

Thank you for choosing Jostens to publish your yearbook! We appreciate your partnership in keeping your account in good standing. We've outlined your school's account summary below. We can't wait to see your book!

### PAYMENT INSTRUCTIONS

You can submit payment by returning the lower portion of this notice with a check or money order or you may pay via credit card by calling **1-800-854-7464 ext. 17186**. We're happy to answer any questions you have! We're available M-F 8am - 5pm CST or email us at [Printing\\_AR@Jostens.com](mailto:Printing_AR@Jostens.com).

Thank you for your timely payment!

### PAYMENT SUMMARY

First Deposit Amount Due by: 11/01/16 -	1830.00
Remaining Due:	1452.61
Second Deposit Amount Due by: 03/01/17	1830.00
Remaining Due:	1830.00
Money Received To Date: (Includes any web sales)	377.39
<b>TOTAL DEPOSITS DUE</b>	<b>3282.61</b>
Final Invoice	Consult Rep

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.  
KEEP UPPER PORTION FOR YOUR RECORDS.

### JOSTENS, INC.

Amanda Maxwell  
Kawameeh Middle School  
490 DAVID TERRACE  
UNION, NJ 07083

Please check the box if your address has changed and update your address on the back of this remittance.

### PAYMENT ADDRESS

JOSTENS, INC.  
21336 NETWORK PLACE  
CHICAGO, IL 60673-1213

### PAYMENT SUBMISSION

JOB NUMBER: 17353  
YEAR: 2017

AMOUNT PAID: \_\_\_\_\_

Please make check or money order payable to Jostens, Inc.  
Or pay via credit card by calling 1-800-854-7464 ext. 17186

EXHIBIT B-1

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

SCHOOL: Kawameeh

Date: 1/6/17

DEPARTMENT: Principal Account: # 26

VENDOR: Jostens Yearbook Amount: \$ 1,830.<sup>00</sup>

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

second yearbook deposit.

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

Jason Malanda

NAME

[Signature]

SIGNATURE

\*\*\*\*\*

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Gregory Brennan, Business Administrator

\_\_\_\_\_  
Date



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YEAR: 2017  
AMOUNT PAID: \_\_\_\_\_

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SCHOOL: Kawameeh

Date: 1/6/17

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VENDOR: Jostens Yearbook Amount: \$1,830.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Remaining balance due for 2016-2017  
yearbooks

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

JASON MALONDA

NAME

[Signature]

SIGNATURE

\*\*\*\*\*

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CHICAGO, IL 60673-1213

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JOB NUMBER: 17353  
YEAR: 2017

AMOUNT PAID: \_\_\_\_\_

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Or pay via credit card by calling 1-800-854-7464 ext. 17186

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 1/30/17  
ACCT. NAME: Chorus/Band Fundraiser Account: 2045  
VENDOR: Worldtrides Heritage Performance Amount: \$24,000.00  
festivals  
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
Washington, DC trip - first installment  
see attached

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

Laurie DelGuercio

Name

Patrick J. Quinn

SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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

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

\_\_\_\_\_  
Date

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 24,000 to the order of Worldstudies Heritage Performance Festival  
(Chorus/Band Fundraiser)  
and charge the account of Spring trip - Washington DC Acct. No. 45

Purpose: DC first installment

Chorus/Band/Spring  
Club or Activity trips

[Signature]  
Faculty Adviser - Signature

II. Account Balance \$10,374.44 Verified by [Signature]

Date 2/3/17 Comment \*check will not be cut until all money are deposited

III. Approved \_\_\_\_\_ Date \_\_\_\_\_  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_



# WorldStrides®



December 20, 2016

Please include the Trip ID# on your payment

**Union HS Band**

Laura Muller – Program Leader

2350 North Third Street

Union, NJ 07083

INVOICE FOR WASHINGTON DC TRIP APRIL 27-30, 2017

First Installment Invoice: \$24,000.00

**Total Amount Due:** \$24,000.00

Please make check payable to Worldstrides Heritage Performance Festivals.

WorldStrides Heritage Performance Programs

PO Box 271549

Salt Lake City, UT 84127

(800) 223-4367

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 1/30/17

ACCT. NAME: Chorus/Band Fundraiser

Account: 2045

VENDOR: Worldtrides Heritage Performance  
festivals

Amount: \$24,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
Washington, DC Trip - 2nd installment

see attached

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

Laurie DelGuercio

Name

Patricia Y. Quinn

SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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 E. Brennan, Business Administrator

\_\_\_\_\_  
Date

COMPLETE SECTION I ONLY

DATE 1/2/17

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 24,000 to the order of Worldstudies Heritage Performance Festivals

and charge the account of Spring Trip - Chowlshead (DC) Acct. No. 45

Purpose: DC - 2nd installment invoice

Chowlshead/Spring Trip  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \$10,374.44 Verified by [Signature]

Date 2/3/17 Comment \*check will not be cut until all money is deposited.

III. Approved \_\_\_\_\_ Date \_\_\_\_\_  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_





WorldStrides®



January 12, 2017

Please include the Trip ID# on your payment

**Union HS Band**

Laura Muller – Program Leader

2350 North Third Street

Union, NJ 07083

INVOICE FOR WASHINGTON DC TRIP APRIL 27-30, 2017

Second Installment Invoice: \$24,000.00

**Total Amount Due:** \$24,000.00

Please make check payable to Worldstrides Heritage Performance Festivals.

WorldStrides Heritage Performance Programs

PO Box 271549

Salt Lake City, UT 84127

(800) 223-4367

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 1/30/17

ACCT. NAME: Chorus/Band Fundraiser

Account: 2045

VENDOR: Worldtrides Heritage Performance Festivals

Amount: \$14,331.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
Washington, DC trip - final installment

see attached

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

Laurie DelGuercio

Name

Patrick J. Brennan  
SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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 E. Brennan, Business Administrator

\_\_\_\_\_  
Date

COMPLETE SECTION I ONLY

DATE 1/12/17

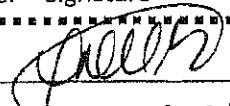
I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 14,331 to the order of Worldstrider Heritage Performance Festivals  
and charge the account of champs/band/spring trip (DC) Acct. No. 45

Purpose: final installment - DC competition

champs/band  
Club or Activity

  
Faculty Adviser - Signature

II. Account Balance \$10,374.44 Verified by   
Date 2/3/17 Comment \* Check will not be cut until all money is deposited.

III. Approved \_\_\_\_\_ Date \_\_\_\_\_  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_



# WorldStrides®



January 20, 2017

Please include the Trip ID# on your payment

**Union HS Band**

Laura Muller – Program Leader

2350 North Third Street

Union, NJ 07083

INVOICE FOR WASHINGTON DC TRIP APRIL 27-30, 2017

Final Installment Invoice: \$14,331.00

**Total Amount Due:** \$14,331.00

Please make check payable to Worldstrides Heritage Performance Festivals.

WorldStrides Heritage Performance Programs

PO Box 271549

Salt Lake City, UT 84127

(800) 223-4367

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 2/16/17

ACCT. NAME: D. Erdman Field Trips

Account: 2088

VENDOR: Tri-State Tours

maximum Amount: \$ 17,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
payment for May 16-18 2017 Washington, DC trip

see attached

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

Laurie DelGuercio

Name

Laurie DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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 E. Brennan, Business Administrator

\_\_\_\_\_  
Date

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ <sup>Maximum</sup> 17,000.00 to the order of Tri-State Tours

and charge the account of D. Erdman Field Trips Acct. No. 2088

Purpose: May 16-18 2017 Washington, DC Trip

Club or Activity \_\_\_\_\_

Faculty Adviser - Signature Donald R. [Signature]

II. Account Balance \$140.94 Verified by [Signature]

Date 2/3/17 Comment \*check will not be cut until all money is deposited

III. Approved \_\_\_\_\_  
Principal - Signature

Date \_\_\_\_\_

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_

REVISED 3/20/15

Sent to Noms 9/29

TOWNSHIP OF UNION BOARD OF EDUCATION  
FIELD TRIP APPROVAL REQUEST  
APPLICATION DATE: 9/21/16

Pursuant to N.J.A.C. 6A:23A-5.8 Field Trips must be preapproved by the Board and not solely for entertainment purposes.  
ALL REQUESTS MUST BE RECEIVED IN THE TRANSPORTATION OFFICE NO LATER THAN THE FIRST OF THE MONTH IN ORDER TO BE INCLUDED IN THE AGENDA FOR THE NEXT BOARD MEETING.  
Failure to complete this form in its entirety will result in denial.

SCHOOL Union High School GRADE 11/12  
TEACHER(S) D. ERDMAN, others TBA (3 staff TBD)  
DATE OF TRIP MAY 16, 17, 18 2017  
DESTINATION WASHINGTON, D.C.  
ADDRESS / CITY \_\_\_\_\_  
(Please attach directions)

PURPOSE OF TRIP tour monuments, historic & civic sites  
(Must be of educational value to the children)

Pick-up Time (No earlier than 8:10 AM) 7:00am. Specific Location N. 3rd St

Return Time (Must be back at school by 1:40 PM) 9:00 p.m. Specific Location same

Total Number of Passengers 44 min. / 55 max. (Bus Capacity is 54, Van Capacity is 16)

TRANSPORTATION BUDGET AC#/FUNDING SOURCE: student funded, Booster acct.  
(i.e. xx-xxx-xxx-512-xx-xx-xxxx) 11-000-270-512-01-10-7538 2088  
TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR D. Erdman Field Trips

I am requesting in house transportation

1. In house Bus cost	=	_____
2. Entrance Fee	=	_____
3. Total Trip Cost: Add 1 + 2 =		_____
4. District Cost Bus	=	_____
5. Student Cost Bus	=	_____
6. District Cost Fees	=	_____
7. Student Cost Fees	=	_____

Line 3 should equal the total of lines 4+5+6+7

I am requesting contractor transportation

1. Contractor Bus cost	=	<u>\$339 p/student</u>
2. Entrance Fee	=	<u>0</u>
3. Total Trip Cost: Add 1 + 2 =		<u>\$339 p/student</u>
		<u>16950.00</u>
		<u>approx. 50 students</u>
4. District Cost Bus	=	_____
5. Student Cost Bus	=	_____
6. District Cost Fees	=	_____
7. Student Cost Fees	=	<u>\$339 p/student</u>
		<u>approx 50 students</u>

Line 3 should equal the total of lines 4+5+6+7

Supervisor's Approval \_\_\_\_\_ Date 9/26/16  
Principal's Approval \_\_\_\_\_ Date 9/26/16

\*\* Please compute in-house transport costs as follows: \$55.00 per hour weekdays, \$90.00 per hour after 4:00 pm and on weekends X the number of vehicles needed. Minimum 2 hours. Additional half hour will be added on for travel time to and from the school.

	Approved	Disapproved	Reason	Date
BOE				
Sch Business Admin	<u>[Signature]</u>			<u>10-11-16</u>
Transportation	<u>[Signature]</u>			<u>9-30-16</u>

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS

Date: 1/16/17

ACCT. NAME: J. Scotto Field Trips

Account: #2107

VENDOR: Twp of Union Board of Education

Amount: \$ 1,050.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

payment to Villoni Bus Company for 1/18/17 field trip

see attached

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

Laurie DelGuercio

Name

Laurie DelGuercio  
SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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 E. Brennan, Business Administrator

\_\_\_\_\_  
Date



COMPLETE SECTION I ONLY

DATE 1/13/17

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 1050.00 to the order of Villari Bus Company / Twp Union BDE

and charge the account of Scotts Field Trips Acct. No. 2107

Purpose: to pay for buses

Club or Activity

Faculty Adviser - Signature

II. Account Balance \$1,050.00 Verified by [Signature]

Date 2/6/17 Comment \_\_\_\_\_

III. Approved \_\_\_\_\_

Date \_\_\_\_\_

Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_



**Villani Bus Company**

811 East Linden Avenue  
Linden, NJ 07036

Phone: 908-862-3333  
Fax: 908-474-8058  
Website: www.villanibus.com  
Email: info@villanibus.com

\$34

**Charter Confirmation**

**Jaclyn Scotto**  
**Union High School**  
**2350 N. 3rd. Street**  
**Union, NJ 07083 USA**

Confirmed: **10/24/16**  
Charter No. : **63438**

Phone: **908-851-6501**  
Fax: **908-851-6539**  
Order Date: **10/24/16**  
SalesRep: **Mr. Shabazz**

Thank you for selecting **Villani Bus Company** for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name:  
Group Leader: **Jaclyn Scotto**  
Destination: **Washington, DC**  
Leave Date: **Wednesday, January 18, 2017**  
Spot Time: **5:30 am.**  
Leave Time: **6:00 am.**  
Pickup Location: **Union High School,  
North 3rd Street  
Union NJ**

# Coaches: **1**  
Equipment: **1-55 Motorcoach**  
Return Date: **Wednesday, January 18, 2017**  
Return/Drop Time: **7:00 pm**  
Destination Details: **Holocaust Museum  
100 Raoul Wallenberg Place SW  
Washington, DC  
202.488.0400**

Description	# Coaches	Qty	Rate	Charge
Single Day Motorcoach Trip local	1	1.00	\$1,050.00	\$1,050.00
Itinerary required in VBC office prior to trip.	1	1.00	\$0.00	\$0.00
Drivers may not exceed 10 hrs driving per day.	1	1.00	\$0.00	\$0.00
Group pays bus parking fees at all tour points.	1	1.00	\$0.00	\$0.00
Transportation rate does not include gratuity	1	1.00	\$0.00	\$0.00
UNSIGNED CONFIRMATION WILL VOID RESERVATION	1	1.00	\$0.00	\$0.00
All Trips "MUST" Be Reconfirmed 7 Days Before Trip	1	1.00	\$0.00	\$0.00

Due Dates	Description	Amount	Date Received	Transport Charge:	\$1,050.00
11/07/16	Signed Contract			Amount Paid	\$0.00
02/15/17	Final Payment	\$1,050.00		Balance Due	\$1,050.00

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 2/6/17  
ACCT. NAME: Senior Prom Account: # 2012  
VENDOR: Extreme Excellence Entertainment amount: \$2,500.00  
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
DJ services for 2017 Senior prom  
see attached

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

Laurie DeGuerio  
Name

[Signature]  
SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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 E. Brennan, Business Administrator Date

COMPLETE SECTION I ONLY

DATE 1/30/17

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 2,500.00 to the order of Extreme Excellence Entertainment

and charge the account of Senior prom Acct. No. 2012

Purpose: DJ

senior prom  
Club or Activity

Chad Furr  
Faculty Adviser - Signature

II. Account Balance \$13,788.11 Verified by [Signature]

Date 2/6/17 Comment \_\_\_\_\_

III. Approved \_\_\_\_\_ Date \_\_\_\_\_  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_

# Extreme Excellence

ENTERTAINMENT

## Client Information:

**Name:** Cheryl Fiske  
**Address:** 2350 N. 3<sup>rd</sup> St.  
**City, State, Zip:** Union, NJ 07083  
**Phone:** 908 419-4005  
**Fax:**  
**E-Mail:** cfiske@twpunionschools.org  
**Referred by:** prior client

## Event Information:

**Type of Event:** Senior Prom  
**Date:** Jun 1<sup>st</sup> 2017 (Thurs.)  
**Location:** The Grand Marquis (1550 U.S. 9 Old Bridge, NJ 08857 / 732 679-5700)  
**Start Time:** 8:00pm  
**End Time:** 12:00am  
**Age Group:** 15-20  
**Total Number of Guests:** 600

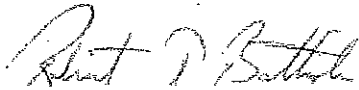
## Entertainment Cost:

**Package:** 4 Hr. Format w/Ultimate Light Show, Upgraded Facade, 2 / 5x8 Rear Projection, Live Footage, Laser show  
**Event Total:** \$2,500.00  
**Deposit Amount:** \$n/a  
**Balance Due:** \$2,500.00

## Terms of Agreement

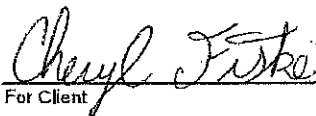
Please be aware that this contract is binding for both the client and contractor. The **Deposit Amount shall be returned with the original signed contract.** The client agrees to pay a 25% non-refundable retainer deposit to reserve his / her event date. The retainer may be reapplied if the event is rescheduled. The remaining balance is due the week of the event in the form of cash or check payable to "**Robert T. Battiste**". If it should happen that the event should conclude prior to scheduled time, the entire balance remains the responsibility of the client. Any time beyond the contracted time is \$115.00 per hour. Travel charges may apply. By signing, the client acknowledges and confirms that he / she has read, and agreed to the terms and conditions set forth in this contract agreement.

## Agreed and Accepted By:



For Extreme Excellence  
Robert T. Battiste

Date



For Client

1/27/17

Date

**Thank You for Your Business**

47 Round Top Road, Warren, NJ 07059  
908.451.4562

[www.exe-djs.com](http://www.exe-djs.com)

TOWNSHIP OF UNION BOARD OF EDUCATION  
UNION, NEW JERSEY

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

SCHOOL: UHS Date: 2/6/17  
ACCT. NAME: Senior Prom Account: #2012  
VENDOR: Step It Up Events Amount: \$1,690.00  
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
photo booth for 2017 senior prom  
see attached

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

Laurie DelGuercio

Name

Jacques DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 2/21/17

\*\*\*\*\*

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 E. Brennan, Business Administrator

\_\_\_\_\_  
Date

COMPLETE SECTION I ONLY

DATE 2/6/17

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 1,690.00 to the order of Step 4 Up Events

and charge the account of Senior Prom Acct. No. 2012

Purpose: photo booth

Senior prom Club or Activity Chad Fero Faculty Adviser - Signature

II. Account Balance \$13,788.11 Verified by [Signature]

Date 2/6/17 Comment \_\_\_\_\_

III. Approved \_\_\_\_\_ Date \_\_\_\_\_  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_

# Step It Up EVENTS



CUSTOM PHOTO STATION SOLUTIONS

Follow us:



429 Colonia Boulevard Colonia, New Jersey 07067

Email: info@StepItUpEvents.com Office: 732.669.1875 Cell: 848.565.1290

## Event Service Agreement

### Client Information

Event Coordinator/Name: Union High School | Cheryl Fiske

Address: 2350 North Third Street

City, State, Zip: Union, New Jersey 07067

Phone: \_\_\_\_\_ Mobile: 908-419-4005 Fax: \_\_\_\_\_

Email: cfiske@twpunionschools.org

Referred by: Extreme Excellence Entertainment

### Event Information

Type of Event: High School Prom

Location Name: Grand Marquis

Location Address: 1550 U.S. 9, Old Bridge, NJ 08857 | Main#: 732-679-5700

Date: 6/01/2017 Start Time: 8:00PM End Time: 12:00AM

Age Group: 15-20 Total Number of Guests: 600-650

### Package Information: please select all that apply

- Complete  Digital Red Carpet  3hr  4hr  Red Carpet Interviews  3hr  4hr  
 Digital Candid Photography  3hr  4hr  #HashTag Booth  3hr  4hr  
 Digital Guestbook  Custom Package (TDB)

### Backdrop Options: please select 1

- Traditional Step & Repeat (8ft X 8ft)  Drape Backdrop (up to 10ft X 8ft)  
 Scenic Background  Banner Design Upgrade (additional icons) Price \$150  
 Professional Green Screen (10ft X 8ft)  Custom Banner Size (6ft to 16ft) - TBD on requirements

### Custom Backdrop Logo Design & Upgrade Information:

Colors/Theme/Logo: \_\_\_\_\_

Text: please verify spelling \_\_\_\_\_

### Green Screen Backdrop Photo Information:

Picture 1: \_\_\_\_\_ Picture 2: \_\_\_\_\_

Picture 3: \_\_\_\_\_ Picture 4: \_\_\_\_\_

Picture 5: \_\_\_\_\_ Picture 6: \_\_\_\_\_

### Additional Upgrades: please check all that apply

- Additional Red Carpet / Candid Photography Time (Price TDB per hour)  
 Upgrade Unlimited 4X6 Photo Printing - \$200  
 Upgrade Ambient LED Mood Lighting (3 LED unit or 2 unit motion globe lighting system) - \$400  
 Upgrade Hollywood Lighting Experience (4 LED moving heads lighting system) - \$400  
 Additional Photo Technician  Party Motivator  Product Model (Prices TDB)  
 Additional Items 2nd Sharing & Printing Kiosk \$595, Taupe Drapes, Gold Carpet, (N/C 3 LED light show, Motion Globes & Stacion Lights)

Step Out of the Traditional Closed Photo Booth and Onto the Red Carpet for all Occasions

StepItUpEvents.com



# Step It Up EVENTS



CUSTOM PHOTO STATION SOLUTIONS

Follow us:



429 Colonia Boulevard Colonia, New Jersey 07067

Email: info@StepItUpEvents.com Office: 732.669.1875 Cell: 848.565.1290

## Event Service Agreement

### PREPARATION

Client and Step It Up Events will pre-arrange an appropriate space for and access to the open photo booth at event's venue. Accessibility for open photo booth setup will be available 1 hour to 1 hour 30 minutes before the event start time. All open photo booths require a minimum space 12 feet wide by 10 feet deep by 8 feet high. Make sure there are no obstacles that will make setting up of the open photo booth unachievable. For instant photo sharing, please make sure that we have WIFI internet accessibility including usernames and passwords to access the connection onsite. If WIFI internet accessibility is not available, we will use our Verizon 4G internet hotspot. We cannot guarantee Verizon network connectivity and coverage at your venue location. Our electrical requirement for the event is a standard 120V electrical outlet within 25 feet of desired location.

### EQUIPMENT & SAFETY

Client acknowledges that he/she shall be responsible for any damage or loss to the provider's equipment caused by any misuse by client or its guests. Client agrees to provide the required space to Step It Up Events free of obstacles. Client agrees to indemnify, release and hold harmless Step It Up Events for any injuries caused as a result of the clients negligence. Client acknowledges that children under 12 years of age need to be accompanied by an adult.

### BOOKING & PAYMENT

Client acknowledges that Step It Up Events requires a 50% booking retainer for each event date to secure the date in the form of cash, check payable to "Step It Up Events", PayPal or credit card. The remaining 50% balance is due 30 days before the scheduled event date. Bookings made 30 days or less of event must be paid in full. If client is using the PayPal Bill Me Later 0% financing option, we require event to be paid in full. Any request for a date change must be made in writing/email in advance of the original event date as soon as possible. The original booking retainer may be reapplied if the event is rescheduled. \* Payments via credit card, PayPal and PayPal's Bill Me Later are subject to a 4% service fee

### MODEL RELEASE

All photos are property of Step It Up Events. The commercial use of the photos without proper acknowledgement/permission from Step It Up Events is prohibited. Step It Up Events reserves the right to use and publish images for purpose of display, portfolio, collateral marketing materials, social media & website. Photos may appear on Step It Up Events website homepage slideshow or Facebook cover photo. A private gallery will be assigned to each event with a password that only the event attendees will know.

Desired Vanity URL union-hsprom17

Desired Password prom17

### MISCELLANEOUS TERMS

If any provision of these terms shall be unlawful, void, or for any reason unenforceable under Contract Law, then that provision shall be deemed separate and shall not affect the validity and enforceability of the remaining provisions of this agreement. By signing this, I agree to the terms and conditions of this contract.

### TERMS OF AGREEMENT

This contract is binding for both the client and Step It Up Events. The Deposit Amount shall be returned with the original signed contract. If it should happen that the event should conclude prior to scheduled time, the entire balance remains the responsibility of the client. If the client cancels the event within 60 days of the event date, a 25% refund will be sent in the form of a check to the address listed above. If the client cancels the event within 30 days of the event date, the client will forfeit the full amount of the 50% retainer deposit. Any events booked within 30 days pays 100% at contract signing. Events booked within 7 days or less will have a rush fee applied. Any time beyond the contracted time is \$200.00 per hour. Travel and toll charges may apply.

Total Event Price \$1690

By signing, the client acknowledges and confirms that he / she has read, and agreed to the terms and conditions set forth in this agreement.

Howard  
Schram

For Step It Up Events, LLC  
Howard Schram

Digitally signed by Howard Schram  
DN: cn=Howard Schram, o=Step It Up  
Events, LLC, ou=Step It Up Events,  
email=howard@stepitupevents.com, c=US  
Date: 2017.01.19 17:08:55 -05'00'

For Client / Sign

For Client / Print Name

1/27/17

Date

1/19/2017

Date

Step Out of the Traditional Closed Photo Booth and Onto the Red Carpet for all Occasions  
StepItUpEvents.com

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: Kawameeh

Date: 02/06/2017

DEPARTMENT: Principal Account: #40

VENDOR: Ski 93 Trips Amount: \$14,000.00

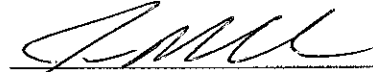
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Ski/Snowboard Club trip to Stowe, VT

March 24th - March 26, 2017

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

Jason Malanda

NAME



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



# SKI 93 TRIPS TOUR & TRAVEL

*A Full Service Tour & Travel Agency*

## Trip Confirmation - Eastern

Date: 2/6/2017

Group Name: \*\*Kawameeh Middle School

Destination: Killington

### TRANSPORTATION

**Transportation:** Own Transportation      **Arrival Date:** 3/24/17      **Bus Size:**  
**Departure Location:**      **Departure Date:** 3/26/17  
**Pickup Time:**

### LODGING

**Lodge:** Holiday Inn Rutland      **Nights:** 2      **Lunches:** 0  
**Breakfasts:** 2      **Dinners:** 1

### DEPOSITS

Date	Amount
12/12/16	3,500.00

Transfers:

**Total:** 3,500.00

### RATES

Guests	Rate	Description	Total
70	\$243.00	Quad occupancy package~	\$17,010.00
0	\$254.00	Triple occupancy package~	\$0.00
0	\$276.00	Double occupancy package~	\$0.00
0	\$384.00	Single occupancy package~	\$0.00
0	\$12.00	Surcharge less than 40 paying guests~	\$0.00
0	(\$73.00)	Adult non-skier discount~	\$0.00
0	\$44.00	Student ski or board rental pkg~	\$0.00
0	\$10.00	Helmet rental~	\$0.00
0	\$71.00	2 hr group ski or board lesson~	\$0.00

3 Free Leaders      **Total Cost:** \$17,010.00  
 70 Guests      **Total Paid:** \$3,500.00  
 73 Total Guests      **Balance Due:** \$13,510.00

### SKI LIFTS

Date	Location	Tickets
3/25/17	Killington 2 day lift ticket~	73



**SKI 93 TRIPS**  
**TOUR & TRAVEL**

*A Full Service Tour & Travel Agency*

**COMMENTS**

Bus driver gratuity not included though customary. We recommend \$2 per person, per day. Tour host gratuity optional. Rentals and lessons must be ordered and paid for with the final payment. Any rentals or lessons needed upon arrival will be at mountain rates. Please advise us of any allergies or food restrictions as soon as possible! Rooming list due by March 3rd, please!

Deposit Requirements: \$900.00 due within 10 days of confirmation.

\$150.00 per person due by 12/19/2016

Please see "Payment and Policies" sheet for more information regarding this trip.

Final payment due by 3/3/2017

All rates will be confirmed when 1st deposit is received.

Rates are based on 40 paying people.

Please make check payable to: Ski 93 Trips

Thank you      *Abby Constantineau*

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: Kawameeh

Date: 02/06/2017

DEPARTMENT: Principal Account: #40

VENDOR: Passaic Valley Bus Co. Amount: \$6,300.00


PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Ski/Snowboard Club trip to Stowe, VT

March 24th - March 26th, 2017

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

Jason Malanda

NAME

  
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



Phone: 973-635-2374 Fax: 973-635-0199

**Confirmation**

Trip #: 40303  
 Trip Date: 24-Mar-2017  
 Group: Kawameeh Middle School  
 Ski

**Union Township Board of Education**  
 Union High School  
 Union, NJ 07083  
 Contact: Kristen Hudson  
  
 Phone: 732-687-9545 Fax: 908-687-5204

Booked Date: 29-Dec-2016  
 Total Vehicles: 2  
 Total Passengers: 0  
 Sales Person: Andy Steinfeld

**55 BUS**

2 x \$3,150.00 = \$6,300.00

Spot Time	24-Mar-2017 12:00 PM	Kawameeh Middle School	490 David Terrace Union, NJ 07083
Depart Time	24-Mar-2017 12:30 PM	Kawameeh Middle School	490 David Terrace Union, NJ 07083
Drop Off	24-Mar-2017 4:40 PM	Killington Ski Resort	4763 Killington Rd Killington, VT 05751
Destination	26-Mar-2017 3:30 PM	Killington Ski Resort	4763 Killington Rd Killington, VT 05751
Leave			
Drop Off	26-Mar-2017 8:00 PM	Kawameeh Middle School	490 David Terrace Union, NJ 07083

Notes to Client

Itinerary. Any change in itinerary may affect price.

Pickup group at Kawameeh Middle School 490 David Terrace,

**Total: \$6,300.00**

Deposit of \$1,000.00 is due on 24-Feb-2017  
 Balance of \$5,300.00 is due on 13-Mar-2017

Thank you for selecting Passaic Valley Coaches for your upcoming trip. We are committed to providing you with the very best service possible. This contract serves as an invoice for your transportation needs shown above. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit. Please review the following information to confirm our understanding of the services we will provide. Please write trip number on all correspondence and payment.

If paying by credit card, a 4% processing fee will be added. If transporting minors, a chaperone is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_