

F-9

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

Date: 1/10/2018

DEPARTMENT: Athletics: Softball Club

Account: 3340

VENDOR: BSN Sports

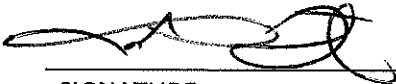
Amount: \$3000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be written to BSN Sporting Goods for Softball equipment for use for the entire team. The equipment includes Bats, gloves Pitching machine, etc items the entire team will use.

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

Linds 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: \_\_\_\_\_

RECEIVED  
1/11/18



ENKINTOWN, PA 19046  
 Tel: 610-445-9446 Fax: 1-800-523-5112  
 Visit us at www.bsnsports.com

Contact Your Rep  
 DAM RHEIN Email: arhein@bsnsports.com | Phone: 1

Ship to  
 1048000  
 TOWNSHIP OF UNION BOE  
 COUNTY OF UNION  
 369 MORRIS AVE  
 UNION NJ 07083-5703

Ship To  
 1127139  
 UNION HIGH SCHOOL  
 2350 N 3RD ST  
 UNION NJ 07083-5049  
 USA

Payer  
 1048000  
 TOWNSHIP OF UNION BOE  
 COUNTY OF UNION  
 2369 MORRIS AVE  
 UNION NJ 07083-5703

| Quote             |            |
|-------------------|------------|
| Quote #:          | 20963200   |
| Purchase Order #: |            |
| Cart Name:        |            |
| Quote Date:       | 01/03/2018 |
| Quote Valid-to:   | 02/03/2018 |
| Payment Terms:    | NT30       |
| Ship Via:         |            |
| Ordered By:       |            |

| Item Description   | Qty   | Unit Price | Total     |
|--|-------|------------|-----------|
| UGS LITE FLITE PITCHING MACHINE<br>Item # - 1159196          | 1 EA  | \$ 499.95  | \$ 499.95 |
| UGS LITE FLITE PRACTICE SOFTBALL (DZN)<br>Item # - 1159257   | 3 DZN | \$ 30.50   | \$ 91.50  |
| UGS LITE FLITE BATTERY<br>Item # - 1159233                   | 1 EA  | \$ 252.75  | \$ 252.75 |
| SOFTBALL PITCHING MAT W/PWR LINE-NON SKD<br>Item # - 1266016 | 1 EA  | \$ 239.85  | \$ 239.85 |
| MACGREGOR INFIELD TRAINING GLOVE<br>Item # - 1281491         | 15 EA | \$ 21.75   | \$ 326.25 |
| MAC MAJOR LEAGUE BASES W/ANCHORS<br>BBASEPR Item # - 1055412 | 1 SET | \$ 139.92  | \$ 139.92 |

|                         |                   |
|-------------------------|-------------------|
| Subtotal:               | \$1,550.22        |
| Other:                  | \$0.00            |
| Freight:                | \$0.00            |
| Sales Tax:              | \$0.00            |
| Order Total:            | \$1,550.22        |
| Payment/Credit Applied: | \$0.00            |
| <b>Order Total:</b>     | <b>\$1,550.22</b> |



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**DAM RHEIN** Email: arhein@bsnsports.com | Phone: 1

Sold to  
**1048000**  
 TOWNSHIP OF UNION BOE  
 COUNTY OF UNION  
 369 MORRIS AVE  
 UNION NJ 07083-5703

Ship To  
**1127139**  
 UNION HIGH SCHOOL  
 2350 N 3RD ST  
 UNION NJ 07083-5049  
 USA

Payer  
**1048000**  
 TOWNSHIP OF UNION BOE  
 COUNTY OF UNION  
 2369 MORRIS AVE  
 UNION NJ 07083-5703

| Quote             |            |
|-------------------|------------|
| Quote #:          | 20964216   |
| Purchase Order #: |            |
| Cart Name:        |            |
| Quote Date:       | 01/09/2018 |
| Quote Valid-to:   | 01/31/2018 |
| Payment Terms:    | NT30       |
| Ship Via:         |            |
| Ordered By:       |            |

| Item Description   | Qty  | Unit Price | Total     |
|--|------|------------|-----------|
| <b>F8 HOPE (-10) PR/PK/WH 32"</b><br>Item # - WLWTDXCFH16PPW32 | 1 EA | \$ 279.95  | \$ 279.95 |
| <b>F8 HOPE (-10) PR/PK/WH 33"</b><br>Item # - WLWTDXCFH16PPW33 | 1 EA | \$ 279.95  | \$ 279.95 |

|                         |                 |
|-------------------------|-----------------|
| Subtotal:               | \$559.90        |
| Other:                  | \$0.00          |
| Freight:                | \$0.00          |
| Sales Tax:              | \$0.00          |
| Order Total:            | \$559.90        |
| Payment/Credit Applied: | \$0.00          |
| <b>Order Total:</b>     | <b>\$559.90</b> |

COMPLETE SECTION I ONLY

DATE 1/11/18

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

Pay \$ 1,761.00 to the order of NASSP

and charge the account of National Honor Society

Acct. No. 2049

Purpose: cards, pins, tassels for NHS members + new inductees.

NHS  
Club or Activity

[Signature]  
Faculty Adviser Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

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

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

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

EXHIBIT B-1

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

SCHOOL: UHS Date: 1/11/18  
DEPARTMENT: NHS Account: 2049  
VENDOR: NASSP Amount: \$1761.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: 90-P Pins for New NHS Members  
60 - Honor Cards for Graduating Seniors  
60 - Tassels for Graduating Seniors

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

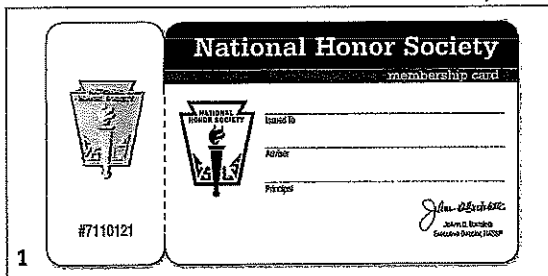
Corey Lowery  
NAME  
[Signature]  
SIGNATURE

\*\*\*\*\*  
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.

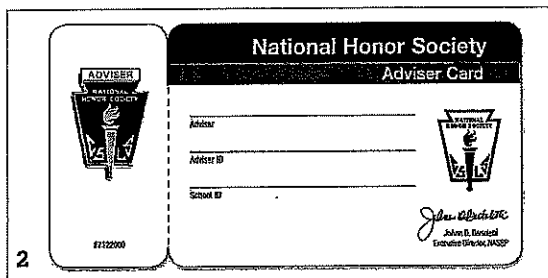
Gregory Brennan, Business Administrator Date \_\_\_\_\_

# NHS/JEWELRY



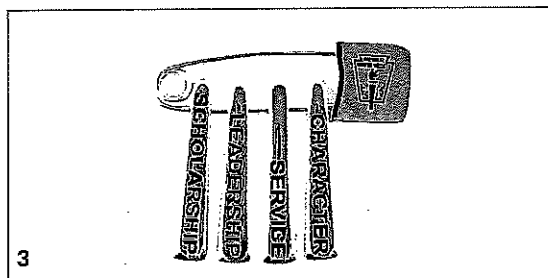
**1. Membership Pin With Card Advisers only**  
 These distinctive gold-tone membership pins arrive attached to a 2" x 3½" membership card. The pin features a secure clutch-back closure.

#7110121 \$7.80 90



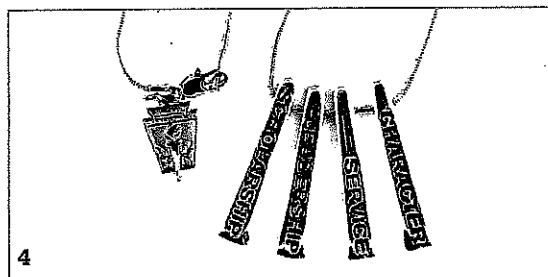
**2. Adviser Pin With Card Advisers only**  
 This gold-tone pin on a blue background is a proud reminder to students, parents, and faculty of the support you provide.

#7122000 \$7.80



**3. Pin—4bar**  
 Decorative silver-tone safety pin featuring the four NHS values: character, service, leadership, and scholarship.

#7100129 \$32.40



**4. Necklace—4bar**  
 Unique charm necklace that features four NHS value bars: character, service, leadership, and scholarship. Silver-tone bars hang from an 18" long matching silver-tone chain.

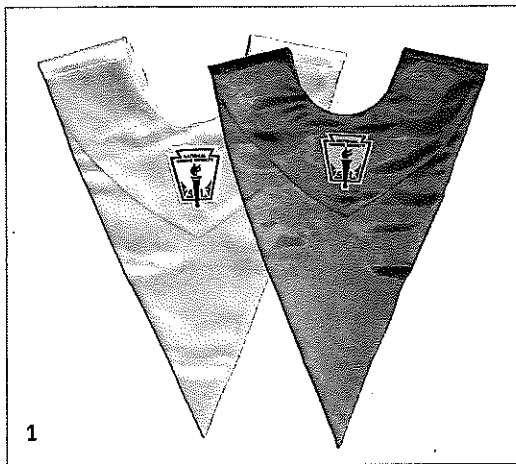
#7100130 \$31.20

\*Advisers only indicates items that can be ordered by advisers (or principals) in member chapters only. All other items in the resource guide are available to the general public at [store.nhs.us](http://store.nhs.us).



**149,724**  
**HONOR SOCIETIES**  
**ONLINE STORE**  
**VISITS IN 2013**

# NHS/RECOGNITION MERCHANDISE

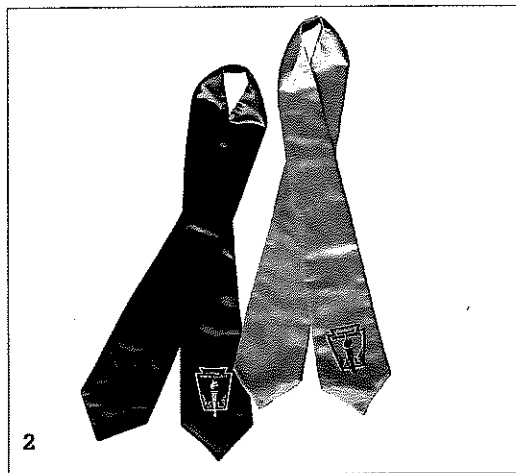


1

**1. Honor Stoles (Collar Style) Advisers only**  
Satin-feel polyester stoles measure 30" long and features the NHS insignia on an embroidered patch. Machine wash cold, tumble dry low as needed.

**White with blue and white embroidered patch**  
#7510040 \$22.25

**Carolina blue with blue and white embroidered patch**  
#7510041 \$22.25



2

**2. Honor Stoles (Drape Style) Advisers only**  
Washable polyester, honor stoles are draped around the neck. Each measures 59½" long with the NHS insignia embroidered on the right side. Machine wash cold, tumble dry low as needed.

**Royal blue with gold embroidery**  
#7510046 \$24.20

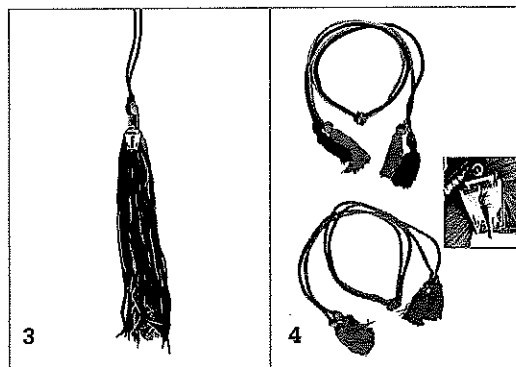
**Gold with royal blue embroidery**  
#7510042 \$24.20

**3. Tassels Advisers only** 60  
Attaches to the graduation cap and enhances any school color. NHS emblem in gold attached to top.

#7510043 \$5.40

**4. Honor Cords Advisers only**  
Cords also become an important keepsake of each student's academic achievement. Measuring 60" long.

**Blue and Gold** #7510044 \$12.25  
**Gold only** #7510045 \$12.25



3

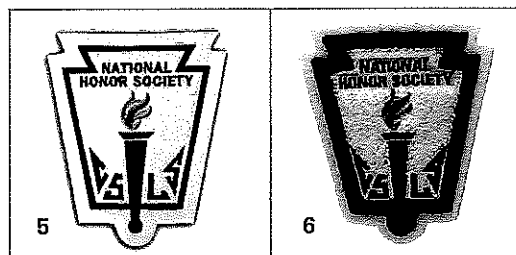
4

**5. Insignia Patches**  
Embroidered emblem 4.25" x 3.75" blue and white patch.

#7510035 \$5.50

**6. NHS Chenille Letterman Patch**  
A wonderful addition to your school jacket or letterman's jacket. Chenille letterman's patch measures 4½" x 4".

#7510047 \$7.90

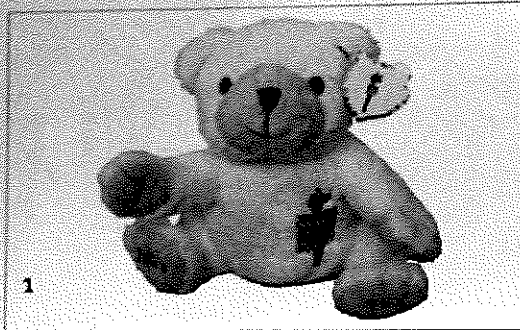


5

6

**\*Advisers only** indicates items that can be ordered by advisers (or principals) in member chapters only. All other items in the resource guide are available to the general public at [store.nhs.us](http://store.nhs.us).

## NJHS/COLLECTIBLES

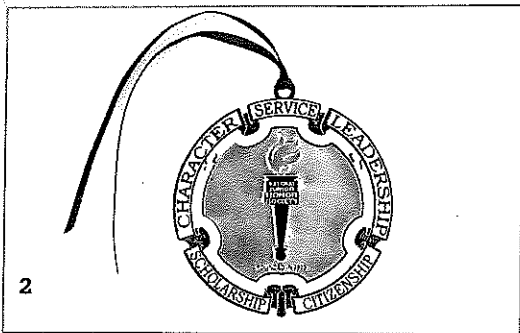


1

### 1. Teddy Bear

NJay's white and cream paw bears the NJHS inception year, 1929. Approximately 7" tall.

#8310044      \$14.50



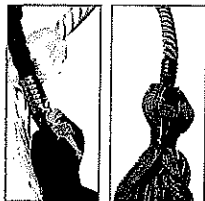
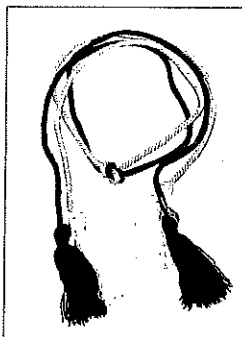
2

### 2. Ornament

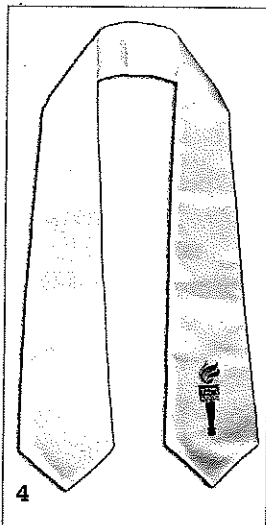
This specially designed 2¾" ornament features the familiar NJHS logo against a silver background with the words Service, Leadership, Scholarship, Character, and Citizenship etched around the emblem.

#8310012      \$21.75

## NJHS/RECOGNITION MERCHANDISE



3



4

### 3. Honor Cords Advisers only

Cords become an important keepsake of students' academic achievements. Measures 60" long.

#### Blue & White

#8410044      \$12.25

#### Gold

#8410045      \$12.25

60

### 4. Honor Stole (drape style) Advisers only

59½" satin Honor Stole. Machine wash cold, tumble dry low as needed.

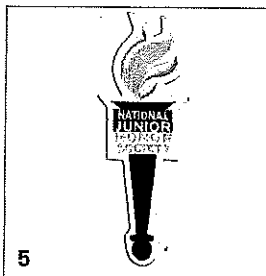
#### White with navy blue and silver embroidery

#8410047      \$24.20

### 5. Insignia Patch

Navy and white patch measures 4½" x 2".

#8510035      \$3.05



5

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F-9

ATHLETIC  
DEPARTMENT

Memo

To: Board Office- Diane Cappiello

From: Phyllis Lang, Secretary  
Athletic Office

Re: **Add to Next Board Meeting**

Date: 1/22/2018

Please add to the February Board Meeting:

- 1) Expenditure for Lou Rettino Scholarship
- 2) Expenditure for Student Trainer Scholarship

Thank you.

Phyllis Lang

C/c Linda Ionta- Director of Athletics, Health, Phys. Ed & Nurses

RECEIVED  
1/23/18

EXHIBIT B-1

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

SCHOOL : Union High

Date: 1/22/2018

DEPARTMENT: Athletics: Student Trainer Club

Account: 3220

VENDOR: Union High School Scholarships

Amount: \$1000.00

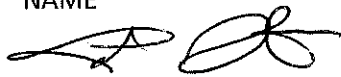
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be used for the Lou Rettino Scholarship which is given to a deserving Football player or players.

\_\_\_\_\_

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

Linds 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:

EXHIBIT B-1

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

SCHOOL : Union High Date: 1/22/2018

DEPARTMENT: Athletics: Student Trainer Club Account: 3220

VENDOR: Union High School Scholarships Amount: \$3000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be used for the Student Trainers Scholarship which is given to deserving student trainers that have helped through out their years at Union High School with all athletic teams..

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

Linds 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: \_\_\_\_\_

EXHIBIT B-1

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

SCHOOL: Kawameeh Date: January 26, 2018  
DEPARTMENT: Musical Production Account: 41  
VENDOR: Marianne Deczynski Amount: \$2000 not to exceed

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: To purchase supplies  
for concession sales for Alice in Wonderland, Jr.,  
Items include food, paper products, resale items,  
Cotton candy maker and supplies.

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

Marianne Deczynski  
NAME

Marianne Deczynski  
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

Township of Union Board of Education

**STUDENT ACTIVITY ACCOUNT - REIMBURSEMENT REQUEST**

**EVERY EFFORT TO PAY WITH A CHECK FROM THE STUDENT ACTIVITY ACCOUNT DIRECTLY TO THE VENDOR MUST BE MADE BEFORE REIMBURSEMENT WILL BE CONSIDERED.**

*Student Activity Reimbursement requests must be pre-approved by the principal and superintendent prior to the purchase. If this Student Activity Reimbursement Request form is not submitted prior to purchase the reimbursement will NOT be processed.*

Date: January 26, 2018  
Employee Name: MARIANNE DECZYNSKI  
Acct Name: Musical Production  
Acct. No.: 41

Reason for Reimbursement Request:  
To purchase items for concession sales for Alice In Wonderland, Jr.

**Estimate of Itemized Expenses**

| DESCRIPTION                                 | COST |  |
|---|------|--|
| Concession items for Alice In Wonderland Jr | \$   |  |
| Including, but not limited to, food         | \$   |  |
| Items, paper products, items for            | \$   |  |
| Resale, cotton candy machine and            | \$   |  |
| supplies.                                   | \$   |  |
|   | \$   |  |
|   | \$   |  |
|   | \$   |  |
|   | \$   |  |

TOTAL AMOUNT OF REIMBURSEMENT: \$2000 not to exceed  
Note: Sales tax is not eligible for reimbursement.

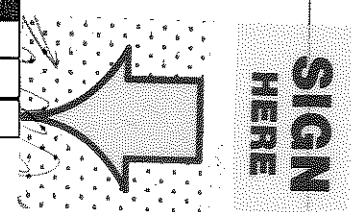
**A COPY OF THIS APPROVAL MUST ACCOMPANY YOUR OFFICIAL REQUEST FOR REIMBURSEMENT, ALONG WITH CONFIRMING RECEIPTS.**

**IF TOTAL AMOUNT EXCEEDS \$999 BOARD APPROVAL IS REQUIRED**

Marianne Deczynski Employee Signature Date 1/26/18

**FOR OFFICIAL USE ONLY:**

| Approved                               | More Info. Needed | Not Approved | Date                |
|--|-------------------|--------------|---------------------|
| <input checked="" type="checkbox"/>    |                   |              |                     |
| Principal Signature <u>[Signature]</u> |                   |              | Date <u>1/29/18</u> |
| Approved                               | More Info. Needed | Not Approved | Date                |
|  |                   |              |                     |
| Superintendent or Designee Signature   |                   |              | Date                |



COMPLETE SECTION I ONLY

DATE 1-23-18

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

Pay \$ 1,000.00 to the order of Jean Clervil

and charge the account of Pepsi Account

Acct. No. 2059

Purpose: "No Squares in My Circle" Keynote Speech

Pepsi Account  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_  
Date \_\_\_\_\_ Comment \_\_\_\_\_

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

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

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

EXHIBIT B-1

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

SCHOOL: UHS Date: 1.23.18  
DEPARTMENT: Repair Acct. Account: 2059  
VENDOR: Jean Clervil Amount: 1,000.00  
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):  
"No squares in my circle" keynote speech

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

Corey Lowery  
NAME  
[Signature]  
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

## Boyd, Lori

---

**From:** Perez, Lisa  
**Sent:** Friday, January 26, 2018 12:15 PM  
**To:** Cappiello, Diane  
**Cc:** Boyd, Lori; Lowery, Corey  
**Subject:** RE: Changing Lives: Union High  
**Attachments:** jeanrec.jpg; Invoice - Jean (UHS).docx

Diane,

Attached please find the invoice with updated information regarding an assembly on February 23<sup>rd</sup> presented by Jean Clervil. I am also attaching a brief letter of recommendation from Stockton University.

Name: Jean Clervil "No Squares in My Circle"  
Date: 2/23/18  
Time: 8:00 am and 9:15 am - Two(2) 1 hour sessions  
Location: UHS Auditorium  
Grades: 9 and 10

Ms. Boyd will submit Exhibit B-1 for Board approval. Mr. Lowery is requesting payment from the student activities account, specifically the Pepsi account.

As per our conversation we are submitting both the assembly approval and payment approval for the February board meeting.

Please let me know if you need any further information.

Thank you,

Lisa Perez

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**From:** Cappiello, Diane  
**Sent:** Tuesday, January 23, 2018 11:00 AM  
**To:** Perez, Lisa  
**Subject:** RE: Changing Lives: Union High  
**Importance:** High

Lisa – per our conversation – this is what I need:

- Exhibit B-1 for the invoice (since it is coming out of the student activity account)
- Email from the Office of the Principal requesting that Jean Clervil present "No Squares In My Circle" be approved – I need date, time, location, what grades will be invited to attend this assembly and any back-up information about this presenter as possible.

Deadline 12:00 noon 2/6/2018 or earlier.

Thanks!!



Diane Cappiello, Executive Administrative Assistant - Business Office  
Gregory E. Brennan, School Business Administrator/Board Secretary  
Township of Union Board of Education  
2369 Morris Avenue  
Union, NJ 07083  
908-851-6404  
908-964-1462 (fax)

 Please consider the environment before printing this e-mail.

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**From:** Perez, Lisa  
**Sent:** Tuesday, January 23, 2018 10:48 AM  
**To:** Cappiello, Diane  
**Subject:** FW: Changing Lives: Union High

Diane,  
Mr. Lowery would like to have this assembly approved at the next board meeting. Please let me know what the best way to do this is. He would like to have this assembly for 11<sup>th</sup> and 12<sup>th</sup> grade students. He will be using funds from the UHS Student Activity Account, specifically the Pepsi Account.

Please let me know what the next step is.

Thanks,  
Lisa

---

**From:** Lowery, Corey  
**Sent:** Tuesday, January 23, 2018 9:51 AM  
**To:** Perez, Lisa  
**Subject:** FW: Changing Lives: Union High

Please send this assembly up for board approval. I want to use the Pepsi account to pay for this...

---

**From:** Jean Clervil [<mailto:mrchanginglives@gmail.com>]  
**Sent:** Monday, January 22, 2018 2:44 PM  
**To:** Lowery, Corey  
**Subject:** Changing Lives: Union High

Good Afternoon Corey!

It was a pleasure talking with you today. Please send my thanks again to Mr. Ruty for introducing me to you. I've attached the invoice in the email and a testimony. Below is the rest of the information you asked for. Let me know if you need anything else. I look forward to changing the lives of your students and faculty.

Keynote: "No Squares In My Circle"

*This interactive speech explains the importance of the company a person keeps. Association breeds similarity and one will not go farther than his or her 5 closest friends. Attendees will also learn the importance of seeking mentorship and counsel. Attendees will learn how to build healthy relationships while letting go of unhealthy ones.*

**"I was thoroughly impressed by his passion and how he could relate to the kids in a way that we, as staff, find it sometimes a little hard to do." - Ron Brangman (Associate Director of Boys & Girls Club, Union NJ)**

You can watch more testimonials from my #MrChangingLivesTour here --  
[#MrChangingLivesTour Testimonials](#)

You can watch a video of one of my speeches here:  
<https://youtu.be/cUG2QxURRFw>

--  
Jean Clervil  
*The Greatest Inspirer Alive*  
[www.mrchanginglives.com](http://www.mrchanginglives.com)

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**Jean Clervil**

# INVOICE

1060 Warren Ave  
Union NJ 07083  
732-943-6226

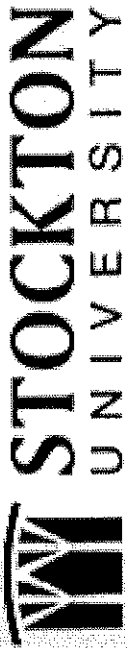
DATE: JANUARY 26, 2018

To:  
Union High School  
2350 N 3<sup>rd</sup> St  
Union NJ 07083

| QUANTITY            | DESCRIPTION  | UNIT PRICE | TOTAL     |
|---------------------|--|------------|-----------|
| 2                   | "No Squares in My Circle" Keynote (2.23.18)<br>8am-9am & 9:15am-10:15am in Auditorium<br><br>This interactive speech explains the importance of the company a person keeps. Association breeds similarity and one will not go farther than his or her 5 closest friends. Attendees will also learn the importance of seeking mentorship and counsel. Attendees will learn how to build healthy relationships while letting go of unhealthy ones. | \$1000.00  | \$1000.00 |
| SUBTOTAL            |  |            | \$1000.00 |
| SALES TAX           |  |            | 0         |
| SHIPPING & HANDLING |  |            | 0         |
| TOTAL DUE           |  |            | \$1000.00 |

Make all checks payable to: Jean Clervil  
Pay Upon Receipt

**Thank you for your business!**



101 Vera King Farris Drive | Calhoun, NJ 08205-9441  
stockton.edu

Office of Student Development  
Division of Student Affairs  
P: 609 652 4205 • F: 609 626 5358  
stockton.edu/studentdevelopment

June 20, 2017

We brought Mr. Clervil to Stockton University for our Spring Day of Leadership in February 2017, where he presented his interactive breakout session, "No Squares In My Circle", and additionally stepped up to deliver a TED-Talk style lecture when one of our presenters was unable to attend. I was very impressed with his ability to connect and engage with our student population. He was flexible, easy to work with, and willing to jump in to help with whatever was needed to make this program successful.

Jean's engaging session, "No Squares In My Circle", received very positive feedback from the students who attended. By attending this interactive workshop, our students indicated they learned the power of the people you surround yourself with and the role they play in your success, suggesting that you keep those who add value and positive energy to your life nearby, and distance yourself from individuals who have a negative influence. One student called Mr. Clervil "informing, inspirational, and captivating".

Overall, it was a pleasure to work with Mr. Clervil. I encourage institutions of higher education to consider Jean Clervil for their next speaking engagement.

Sincerely,

Lauren M. Wilson  
Assistant Director of Student Development

COMPLETE SECTION I ONLY

DATE 1.25.18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards

Acct. No. 2018

Purpose: Policemans Benevolent Assoc. Scholarship

Senior Awards

Club or Activity

Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_  
Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date 1/30/18

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1/25/18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 1,000.00

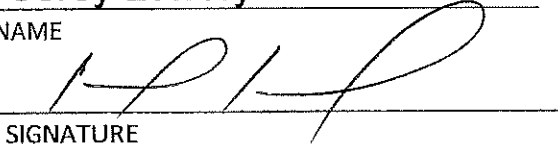
PURPOSE OF EXPENDITURE [attach appropriate invoice(s):

Policeman's Benevolent Assoc. Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |



DATE 1/05/18

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

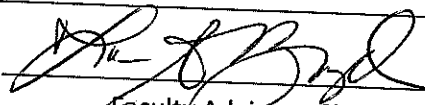
Pay \$ 1000.00 to the order of TBD

and charge the account of Senior Awards Acct. No 2018

Purpose: Spencer Savings Bank Scholarship

Senior Awards


Club or Activity



Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

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

Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1/25/18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 1,000.00

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

Spencer Savings Bank Scholarship

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

Corey Lowery

NAME

[Signature]

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1.25.18

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

Pay \$ 1000.00 to the order of TBD

and charge the account of Senior Awards

Acct. No. 2018

Purpose: Special Children's Committee of Union Lodge Elks #1583

Senior Awards  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

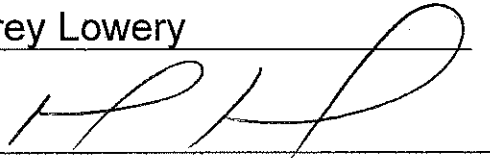
VENDOR: Recipient TBD Amount: 1000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Special Children's  
Committee of Union Lodge Elks # 1583  
Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

COMPLETE SECTION I ONLY

DATE 1.25.18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards

Acct. No. 2018

Purpose: Special Childrens Committee of Union Lodge Elks #1583

Senior Awards

Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_

Date \_\_\_\_\_

Comment \_\_\_\_\_

Verified by \_\_\_\_\_

III. Approved [Signature]

Principal - Signature

Date 1/31/18

IV. Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Acct. No. \_\_\_\_\_

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

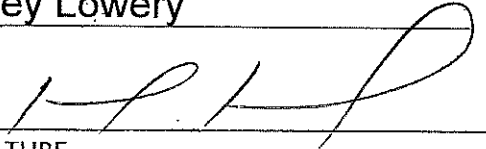
VENDOR: Recipient TBD Amount: 1000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Special Children's  
Committee of Union Lodge Elks # 1583  
Scholarship

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

Corey Lowery

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



## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

COMPLETE SECTION I ONLY

DATE 1.25.18

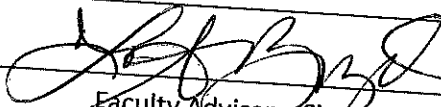
I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 2,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

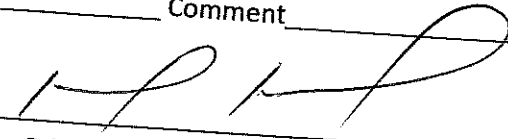
Purpose: Khalid Shahid Memorial Scholarship

Senior Awards  
Club or Activity

  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved   
Principal - Signature Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 2000.00

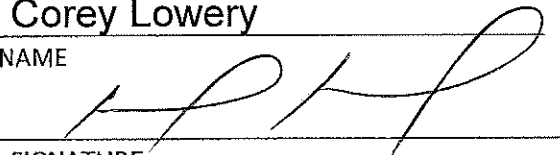
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Khaidid Shahid Memorial Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1-25-18

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

Pay \$ 2,000.00 to the order of TBD

and charge the account of Senior Awards

Acct. No. 2018

Purpose: Khalid Shahid Memorial Scholarship

Senior Awards

Club or Activity

[Signature]

Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]

Principal - Signature

Date 1/30/18

IV. Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Acct. No. \_\_\_\_\_

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 2000.00

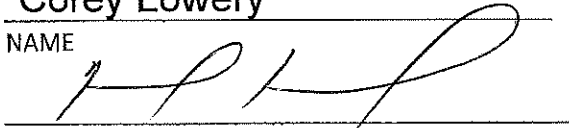
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Khalid Shahid Memorial Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1.25.18

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

Pay \$ 2,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

Purpose: Douglas M. Krueger Memorial scholarship

Senior Awards  
Club or Activity

[Signature]  
Faculty Adviser Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date 1/30/18

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

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



EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1-25-18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 2,000.00

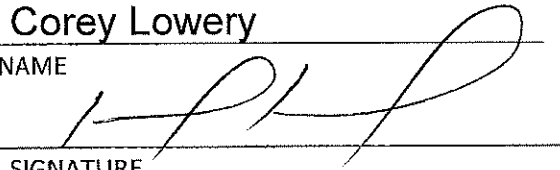
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Douglas M. Krueger Memorial Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

COMPLETE SECTION I ONLY

DATE 1.25.18

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

Pay \$ 2,500.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

Purpose: Wayne Russo Memorial Scholarship

Senior Awards  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 2,500.00

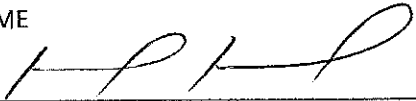
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Wayne Russo Memorial Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1-25-18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

Purpose: Connect One Bank Scholarship

Senior Awards  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1. 25. 18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 1,000.00

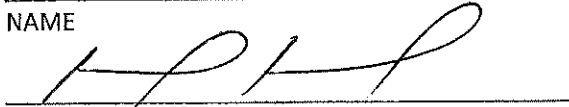
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): \_\_\_\_\_

Connect One Bank Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |



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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

Purpose: The Connecticut Farms Church Heritage Scholarship

Senior Awards  
Club or Activity Faculty Adviser Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Date 1/30/18  
Principal - Signature

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018


VENDOR: Recipient TBD Amount: 1,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): The Connecticut Farms Church Heritage Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1.25.18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

Purpose: The Vogel Memorial Prize for the Excellence in French Scholarship

Senior Awards Club or Activity [Signature] Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Date 1/30/18  
Principal - Signature

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

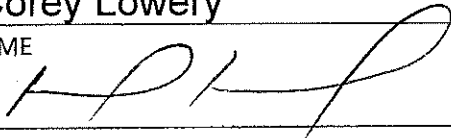
VENDOR: Recipient TBD Amount: 1,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): The Vogel Memorial  
Prize for the Excellence in French  
Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1.25.18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No. 2018

Purpose: Jason Lopes Memorial Award - Battle Hill PTA Scholarship

Senior Awards Club or Activity [Signature] Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Principal - Signature Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 1,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Jason Lopes  
Memorial Award - Battle Hill PTA  
Scholarship

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

Corey Lowery

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



## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

DATE 1.25.18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No 2018

Purpose: Crystal Seretchen Memorial Award - Battle Hill PTA Scholarship

Senior Awards Club or Activity [Signature] Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Date 1/30/18  
Principal - Signature

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 1,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Crystal Sretchen  
Memorial Award - Battle Hill PTA  
Scholarship

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

COMPLETE SECTION I ONLY

DATE 1.25.18

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

Pay \$ 1,000.00 to the order of TBD

and charge the account of Senior Awards Acct. No 2018

Purpose: UNION EMS UNIT OF UNION SCHOLARSHIP

Senior Awards

Club or Activity



Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved HPH  
Principal - Signature

Date 1/30/18

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

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

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 1.25.18

DEPARTMENT: Senior Awards Account: 2018

VENDOR: Recipient TBD Amount: 1,000.00

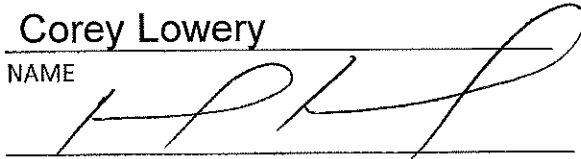
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): UNION EMS

UNIT OF UNION SCHOLARSHIP

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

Corey Lowery

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

## 2018 AWARDS GREATER THAN \$1,000 FOR BOE APPROVAL

| AWARDS  | DONATOR                          | AMOUNT     |
|---|----------------------------------|------------|
| POLICEMAN'S BENEVOLENT ASSOC                            | MR. LENNY DI GENA PBA LOCAL # 69 | \$1,000.00 |
| SPENCER SAVINGS BANK                                    | MS. ANITA GUERRERO               | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| SPECIAL CHILDREN'S COMMITTEE OF UNION LODGE ELKS # 1583 | MR. RAY GREENHOUSE-TREASURER     | \$1,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| KHALID SHAHID MEMORIAL SCHOLARSHIP                      | MR. AND MRS. SYED SHAHID         | \$2,000.00 |
| DOUGLAS M. KRUEGER MEMORIAL SCHOLARSHIP                 | MRS. MARIE CANARELLI             | \$2,000.00 |
| WAYNE RUSSO MEMORIAL SCHOLARSHIP                        | MS. ARLENE RUSSO                 | \$2,500.00 |
| CONNECT ONE BANK  | MR. FRANCE DELLE DONNE           | \$1,000.00 |
| THE CONNECTICUT FARMS CHURCH HERITAGE SCHOLARSHIP       | CONNECTICUT FARMS CHURCH         | \$1,000.00 |
| THE VOGEL MEMORIAL PRIZE FOR THE EXCELLENCE IN FRENCH   | MS. MARTHA GOODMAN               | \$1,000.00 |
| JASON LOPES MEMORIAL AWARD - BATTLE HILL PTA            | BATTLE HILL PTA                  | \$1,000.00 |
| CRYSTAL SCRETCHEN MEMORIAL AWARD - BATTLE HILL PTA      | BATTLE HILL PTA                  | \$1,000.00 |
| UNION EMS UNIT OF UNION                                 | JUDITH HOWLETT                   | \$1,000.00 |

COMPLETE SECTION I ONLY

DATE 1/29/18

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

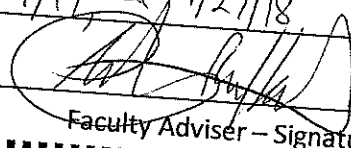
Pay \$ 1,691.25 to the order of TWP ~~OF~~ UNION BOARD OF EDUCATION

and charge the account of UHS HIKING CLUB Acct. No. 2072

Purpose: To REIMBURSE HS TRANSPORTATION ACCOUNT (#7538) FOR HIRES  
ON 9/30/17, 10/21/17, 11/9/17 & 1/27/18

HIKING CLUB

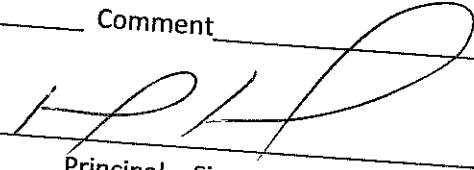
Club or Activity



Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved   
Principal - Signature

Date 1/30/18

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

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



EXHIBIT B-1

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

SCHOOL: UHS Date: 1/29/18  
DEPARTMENT: HIKING CLUB Account: 2072  
VENDOR: UNION BOARD OF ED. Amount: \$1,691.25  
(TRANSPORTATION DEPT.)  
PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: To REIMBURSE HS  
TRANSPORTATION ACCOUNT (#7538) FOR HIKES ON 9/30/17,  
10/21/17, 11/9/17, & 1/27/18

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

Corey Lowery  
NAME  
[Signature]  
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

DATE 1/22/18

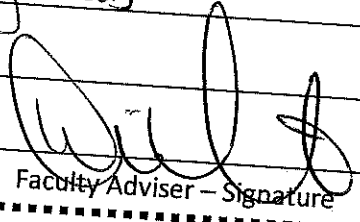
I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ EXCEED 7,000 <sup>NOT TO</sup> to the order of New Jersey District of Key Club

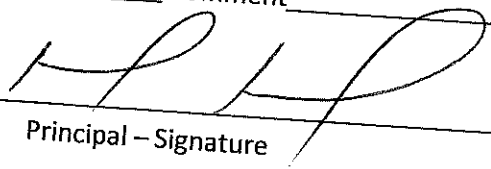
and charge the account of Key Club Acct. No. 426

Purpose: District Convention of Key Club

Key Club  
Club or Activity

  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_  
Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved  Date 1/30/18  
Principal - Signature

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

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

EXHIBIT B-1

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

SCHOOL: OHS Date: 1/23/18  
DEPARTMENT: Key Club Account: 2046  
VENDOR: DCON Amount: NOT TO EXCEED \$7,000.00

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

District Conveention of Key Club  
- end of service year awards and new board  
elections.

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

Corey Lowery  
NAME  
[Signature]  
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

**District Convention of Key Club**

\$350 per Chaperones X 2= \$700

\$300 per Key club member x 20 max students = 6,000

Cost includes:

- 2 night hotel stay at Ocean Place Resort & Spa
- Dinner Friday night
- 3 meals on Saturday
- Breakfast on Sunday
- Key club convention shirt

Transportation to and from is covered through the district

# District Convention Registration Guidelines

1. ALL REGISTRATION FORMS MUST BE POSTMARKED BY FRIDAY, MARCH 1st, 2018.

Registration Costs:

| Choices of Room Occupancy         | Postmarked Before February 15th | Postmarked After February 15th |
|-----------------------------------|---------------------------------|--------------------------------|
| Key Club Members (Quad Occupancy) | \$290                           | \$295                          |
| Chaperones (Double Occupancy)     | \$335                           | \$340                          |
| Chaperones (Single Occupancy)     | \$455                           | \$460                          |

2. Please send a NON-REFUNDABLE check(s) or money order (NO CASH) made payable to:  
"NEW JERSEY DISTRICT OF KEY CLUB."

3. Vegetarian dishes are included in the buffets.

4. Each club must have one chaperone for every 10 members. If your club is sharing chaperones with another club, it must be indicated on the registration form. You must include the complete contact information of the shared chaperone in order for us to confirm the arrangement.

5. No incomplete forms will be accepted. Registration forms may be downloaded off of the New Jersey District website, [www.njkeyclub.org](http://www.njkeyclub.org), in PDF Format. You MUST email the forms to [dconreg@njkeyclub.org](mailto:dconreg@njkeyclub.org) or fax them to (908)-517-0762. Send the completed Registration Form and Convention Sign-up form either TYPED OR NEATLY PRINTED. Payments should be paid in the form of a check or money order and sent to:

NJ Kiwanis District Office  
Key Club District Convention  
120 Morris Avenue  
Summit, NJ 07901

# 2018 District Convention Schedule

\*Subject to Change\*

## Friday, March 23rd

- 1:00 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 (Candidate's for District Office and their Advisor)
- 4:00 PM - 5:00 PM - 2018-2019 Lieutenant Governor-Elect Meeting
- 5:00 PM - Campaigning Officially Begins
- 5:00 PM - 6:00 PM - Dinner
- 5:45 PM - 6:00 PM - Sergeant-at-Arms Orientation
- 6:15 PM - Keynote Session Featuring: Mykee Fowlin - Psychologist, Performer, Poet
- 8:45 PM - 11:00 PM - Divisional Caucuses
- 11:00 PM - 11:45 PM - Advisor and Chaperone Social
- 11:00 PM - 11:45 PM - Dance
- 12:00 AM - Curfew

## Saturday, March 24th

- 7:30 AM - 8:15 AM - Breakfast
- 8:30 AM - 9:30 AM - Meet the Candidates
- 9:45 AM - Impromptu Essay Contest
- 9:45 AM - 11:35 AM - Workshop Sessions
- 11:45 AM - 1:00 PM - Appreciation Session
- 11:00 AM - 4:00 PM - Blood Drive
- 1:00 PM - 1:45 PM - Lunch
- 1:45 PM - 6:00PM - Free Time
- 1:45 PM - Talent Show
- 2:30 PM - Oratorical Contest
- 3:30 PM - 3:45 PM - Certification of Delegates
- 3:45 PM - House of Delegates
- 5:45 PM - Sergeant-At-Arms Meeting
- 6:00 PM - 7:00 PM - Dinner
- 7:15 PM - 10:15 PM - Recognition Session
- 10:15 PM - Dance
- 12:00 AM - Curfew

## Sunday, March 25th

- 7:45 AM - 8:30 AM - Walk
- 8:30 AM - 9:30 AM - Breakfast
- 9:45 AM - 11:45 AM - Farewell Session
- 12:00 PM - 1:00 PM - 2018 - 2019 District Board Meeting

**TOWNSHIP OF UNION BOARD OF EDUCATION  
FIELD TRIP APPROVAL REQUEST  
APPLICATION DATE: 11/16/17**

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 9-12  
 TEACHER(S) Stefanie Courtney & Diana Prieto (advisors)  
 DATE OF TRIP March 23rd - April 1st  
 DESTINATION Key Club District Convention in Long Branch, NJ  
 ADDRESS / CITY Ocean Place Resort Long Branch, NJ  
 (Please attach directions)

PURPOSE OF TRIP DCON Annual Key Club District Convention  
 (Must be of educational value to the children)

Pick-up Time: (No earlier than 9:10 AM) 3/23 11:30 AM Specific Location Leaving From High School Main Entrance at approx 11:30am

Return Time: (Must be back at school by 1:40 PM) 3/25 11:30pm Specific Location Rock at High School  
 Total Number of Passengers 22 MAX by 2 pm (Bus Capacity is 54, Van Capacity is 16)

DISTRICT BUDGET ACCOUNT NUMBER/FUNDING SOURCE: Bus paid for Budgeted account: 11-000-270-512-01-10/ Student cost paid for using account #46 Key Club 7538

**TOTAL ESTIMATED COST TO BE COMPLETED BY REQUESTOR**

I am requesting in house transportation

|                                 |   |                             |
|---------------------------------|---|-----------------------------|
| 1. In house Bus cost            | = | <u>0 budgeted Max \$500</u> |
| 2. Entrance Fee                 | = | <u>\$300 per student</u>    |
| 3. Total Trip Cost: Add 1 & 2 = |   | <u>300</u>                  |
| 4. District Cost                | = | _____                       |
| 5. Student Cost                 | = | _____                       |
| 6. Any other cost incurred      | = | <u>0</u>                    |

Line 3 should equal the total of lines 4+5+6  
 Amount that students fundraised = \_\_\_\_\_

I am requesting outside vendor for transportation

|                               |   |       |
|-------------------------------|---|-------|
| 1. Outside Contractor cost    | = | _____ |
| 2. Entrance Fee               | = | _____ |
| 3. Total Trip Cost: Add 1 & 2 | = | _____ |
| 4. District Cost              | = | _____ |
| 5. Student Cost               | = | _____ |
| 6. Any other Cost incurred    | = | _____ |

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

Supervisor's Approval [Signature] Date 11/15/17  
 Principal's Approval [Signature] Date 11/17/17

\*\* 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                | <u>[Signature]</u> |             |        | <u>12/19/17</u> |
| Sch Business Admin | <u>[Signature]</u> |             |        | <u>12/20/17</u> |
| Transportation     | <u>[Signature]</u> |             |        | <u>11/21/17</u> |

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: 02/05/2018

DEPARTMENT: Principal Account: #40

VENDOR: Passaic Valley Coaches Amount: \$6,400.00

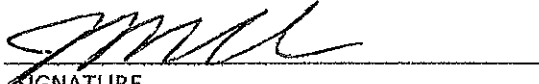
PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Ski/snowboard club trip to Stowe, VT

March 23rd - March 25th

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





**Confirmation**

Trip #: 43030  
 Trip Date: 23-Mar-2018  
 Group: Kawameeh Middle School  
 Ski

**Union Township Board of Education**  
 Union High School  
 Union, NJ 07083  
 Contact: Kristen Hudson  
 Contact Email: khudson@twunionschools.org  
 Phone: 732-687-9545 Fax: 908-687-5204

Booked Date: 12-Oct-2017  
 Total Vehicles: 2  
 Total Passengers: 76  
 Sales Person: Andy Steinfeld

|               |  |
|---------------|--|
| <b>55 BUS</b> | <b>2 x \$3,200.00 = \$6,400.00</b>   |
| Spot Time     | 23-Mar-2018 11:30 AM Kawameeh Middle School 490 David Terrace Union, NJ 07083          |
| Depart Time   | 23-Mar-2018 11:45 AM Kawameeh Middle School 490 David Terrace Union, NJ 07083          |
| Drop Off      | 23-Mar-2018 4:40 PM Holiday Inn Rutland-Killington 476 Holiday Drive Rutland, VT 05701 |
| Destination   | 25-Mar-2018 3:30 PM Holiday Inn Rutland-Killington 476 Holiday Drive Rutland, VT 05701 |
| Leave         |  |
| Drop Off      | 25-Mar-2018 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: \$6,400.00**

Deposit of \$1,000.00 is due on 23-Feb-2018  
 Balance of \$5,400.00 is due on 12-Mar-2018

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

Passaic Valley Coach  
 71 River Road  
 Chatham, N.J. 07928  
 P - 973-635-2374  
 F - 973-635-0199  
 PassaicValleyCoach.com  
 info@passaicvalleycoach.com

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

## PASSAIC VALLEY COACHES CONTRACT AGREEMENT

web site: [www.passaicvalleycoach.com](http://www.passaicvalleycoach.com)

1. Service by Broadway Elite Tours Inc. dba Passaic Valley Coaches "the Company" is offered under the terms of USDOT 2496537 as applicable.
2. American Disabilities Act (ADA) compliance as directed by law. Notification for disability needs must occur at the time of contract confirmation. Notification of special needs for disabled passengers is for this contract only. Equipment will be provided as available by schedule of and by the carrier. In the case of accessible equipment, the chartering customer may be subject to additional costs.
3. Parking fees, entrance fees and /or other fees; such as special permits are the responsibility of the customer unless pre-arranged with "the Company" where costs are included in the price.
4. Any and all damage to the vehicle(s) excluding ordinary wear and tear caused by the chartering party, will be charged to the customer. Insurance regulations require all passengers remain seated at all times while the coach is in motion, unless using the lavatory.
5. Video and Audio Equipment provided by the carrier unless otherwise specifically authorized and controlled by the carrier, becomes the responsibility of the customer and the customer accepts any and all responsibility for its use aboard the vehicle(s) used for this contract. Such responsibility shall include, but not be limited to, compliance with any copyright or public performance rights which may apply to video or audio products used.
6. Food and/or beverages are not to be brought into the passenger area of the coach without prior arrangements with "the Company". Additional fees may apply due to excessive cleaning.
7. "The Company" shall not be liable for delay or non-performance resulting from equipment failure, road or weather conditions, labor difficulty, or any other cause beyond its control. "The Company" reserves the right to use sub-contracted equipment when necessary to meet the transportation needs. In the case of non-performance by the company, all or a portion of the contracted fees shall be returned.
8. As per USDOT rules and regulations a driver is LIMITED to 10 HOURS driving time WITHIN 15 HOURS of on duty time. Then OFF DUTY time must be 8 HOURS CONTINUOUS time before the next on duty/driving segment. Times begin and end at our garage in Chatham NJ.
9. Baggage and all other property that is carried as at passengers own risk. "The Company" assumes no liability of same. Sporting equipment including shoes with cleats (baseball, football, golf shoes etc.), Ski equipment (skis, poles, snowboards and boots) are all considered baggage and shall NOT be worn or carried inside the motor coach, but placed underneath the coach in the baggage compartments. Only small carry-on items that fit in the overhead compartment or under the seat may be placed in the motor coach unless prior arrangements were made.
10. On multiple day trips (overnight), the driver's private accommodation is to be provided by the customer. It is an additional expense to the group unless included in the contract price.
11. Any changes to the itinerary in time or destinations may result in additional billing based on prevailing overtime rate and mileage rate. Fuel surcharge adjustment may apply if fuel costs increase more than 10% at the date of contract.
12. The signature signifies liability for this agreement as an agent for the organization and/or as an individual. Performance of this contract lies between the organization and/or the individual and Broadway Elite Tours Inc, "The Company". Any breach of this agreement shall be the liability of the agent of or for the organization and/or individual.
13. CANCELLATION: Cancellation by you (the Customer) is subject to fees equal to 100% of trip price on the date of the trip. For one day trips, if cancelled within 14 days of the trip date, a \$250 deposit will be charged. For multiple day trips, if cancelled within 30 days of the trip date, is subject to a minimum fee of \$250 per day. The contract is subject to cancellation by "the Company" if not received signed with or without a deposit by due date unless prior arrangement made with "the Company". Hazardous weather cancellations determined by "the Company", with the chartering party's agent, may be exempt of a fee
14. PAYMENT: Deposit due at time of contract signing. Balance of payment is due 14 days before date of trip, unless otherwise specified. LATE PAYMENT FEE of 1.5% of trip price per month due after 10 day grace period from date of trip.





**SKI 93 TRIPS**  
TOUR & TRAVEL

*A Full Service Tour & Travel Agency*

**INVOICE**

Date: February 5, 2018

Attn: Kristen Hudson, Kawameeh Middle School

Destination: Killington

Date: March 23-25, 2018

|                       |              |          |
|-----------------------|--------------|----------|
| \$200 per person..... | 61 x \$200 = | \$12,200 |
| 10 Youth lessons..... | 10 x \$83 =  | \$830    |
| 5 Adult lessons.....  | 5 x \$57 =   | \$285    |
| 29 Youth rentals..... | 29 x \$44 =  | \$1276   |
| 9 Adult rentals.....  | 9 x \$64 =   | \$576    |

**total due..... \$15,167**

Please forward your payment to Ski 93 Trips right away.

Thank you,

John F. Tracy  
President

**P.O. Box 382 ~ Raymond NH 03077  
603-665-9650 ~ 800-451-1830 ~ Fax: 603-665-9655**

COMPLETE SECTION I ONLY

DATE 2/1/18

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

Pay \$ 23.057 to the order of Woodstrokes OnStage

and charge the account of spring trip/chorus/band Acct. No. 45

Purpose: payment #1 - Boston competition  
DUE MARCH 15th

spring trip Club or Activity  
J. Mullen Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Principal - Signature Date 2/6/18

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

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

EXHIBIT B-1

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

SCHOOL: UHS Date: 2/1/18

DEPARTMENT: MUSIC Account: 2045

VENDOR: Wavesrides Amount: 23,057

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): pre-approval  
payment # 1 for Boston Competition

DUE - March 15th

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

NAME  
[Signature]  
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.

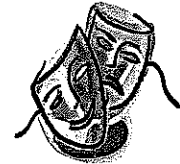
\_\_\_\_\_  
Gregory Brennan, Business Administrator Date

RECEIVED  
2/1/18





# UNION HIGH SCHOOL PERFORMING ARTS COMPANY



2350 North Third Street ♦ Union, New Jersey 07083  
Phone (908) 851-6457 ♦ Fax (908) 851-6457

January 11, 2018

Mr. Tatum and Board of Education Members:

We are requesting re-approval to change the location and dates for the Union High School Jazz Band, Marching Band and Indoor Color Guard members to attend the annual spring trip for competition. Festival Disney was the approved trip dated May 2<sup>nd</sup> through the 6<sup>th</sup>. However, the trip price exceeded the maximum we were willing to ask students to spend. Therefore, we are seeking to go to Boston, MA, April 26 – 29, 2018, a much more affordable option. We will travel by motor coach and compete in the 2018 Boston Heritage Festival Competition sponsored by Worldstrides.

Following is a list of the projected staff members needed for the trip.

- Laura Muller, Band Director/Trip Coordinator
- Ronald Rago, Supervisor of Music
- Carlos Esquivel, Assistant Band Director
- Paul "PJ" Tankard, Color Guard Instructor
- Michael Hamilton, Assistant Band Director
- Michelle Russo, Visual Instruction
- Karen Muniz-Rago, Chaperone
- Diane Esquivel, Chaperone
- \*Steve Myers – back up chaperone, in case illness or sudden conflict occurs with another chaperone*
- \* Lisa Allgauer, student teacher, senior field, potential back-up chaperone, in case illness or sudden conflict occurs with another chaperone*

|   |                  |
|---|------------------|
| The approximate cost per student is:  | \$850            |
| The approximate cost per chaperone is:  | \$950            |
| Festival Entry Fee is \$100 per ensemble entered (which is four groups for Union HS)              | \$400            |
| <br>  |                  |
| Total Cost for all students, PAID by students<br>(based on 80 students including transportation): | <br>\$68,000     |
| <br>  |                  |
| Total cost to the Board of Education for chaperones (8 or 10, depending on enrollment):           | \$7600 or \$9500 |
| Total cost for equipment truck rental (incorporated into the cost per person):                    | approx. \$850    |
| Total cost for the competition t-shirts (incorporated into the cost per person):                  | approx. \$1200   |

These prices are based on the current market values for the services we require for the trip and may change slightly as the economic climate changes. If any additional information is required to process our field trip request, please do not hesitate to contact me to provide it.

Thank you for your consideration,

Laura Muller  
Instrumental Music Director / Trip Coordinator

Laura Muller  
Instrumental Music/ Trip Coordinator





WorldStrides OnStage Programs  
 PO Box 271549  
 Salt Lake City, UT 84127  
 (800) 223-4367

Invoice

Laura Muller lmuller@twpunionschools.org  
 Union High School  
 2350 N 3rd St  
 Union, NJ 07083-5049

Laura Muller  
 Union High School  
 Union, NJ 07083

Please include the Trip ID # on your payment

01/16/18 12:05 pm Trip ID: 156132

PLID: 101522860

Group/Tour ID: 43536-10

**PROGRAM INFORMATION**

|   |                   |                            |               |
|---|-------------------|----------------------------|---------------|
| Event Description:                                    | BOSTON 2018 04/28 | Festival Selection Advisor | Dean Pantorno |
| Depart Date:  | THURSDAY-04/26/18 | Destination Specialist     | Michelle Muir |
| Return Date:  | SUNDAY-04/29/18   | Host Festival Director     | Becky Wilson  |
| Number of Nights Included in Package: 3 nights        |                   |                            |               |
| Hotel Nights Included in Package: 04/26; 04/27; 04/28 |                   |                            |               |

**BILLING INFORMATION**

| BASE PACKAGE           | QTY | PER PERSON                | TOTAL            |
|------------------------|-----|---------------------------|------------------|
| Quad Rate per person   | 80  | 318.00                    | 25,440.00        |
| Triple Rate per person | 0   | 372.00                    | 0.00             |
| Double Rate per person | 13  | 485.00                    | 6,305.00         |
| Single Rate per person | 0   | 827.00                    | 0.00             |
| Going Free             | 3-  | 485.00                    | -1,455.00        |
|                        |     | <b>BASE PACKAGE TOTAL</b> | <b>30,290.00</b> |

| OPTIONAL ITEMS   | QTY | COST                   | TOTAL            |
|--|-----|------------------------|------------------|
| <b>**PENDING**</b> Boston Symphony Union 2                       | 25  | 34.00                  | 850.00           |
| Boston Symphony Union 1  | 65  | 30.00                  | 1,950.00         |
| <b>**PENDING**</b> Six Flags New England Tickets                 | 93  | 32.00                  | 2,976.00         |
| Four Points by Sheraton Buffet Breakfast                         | 90  | 15.00                  | 1,350.00         |
| Four Points by Sheraton Buffet Breakfast                         | 90  | 15.00                  | 1,350.00         |
| Four Points by Sheraton Buffet Breakfast                         | 90  | 15.00                  | 1,350.00         |
| <b>**PENDING**</b> Six Flags Meal Vouchers                       | 93  | 16.00                  | 1,488.00         |
| <b>**PENDING**</b> DJ Dinner Cruise 90 people and over           | 93  | 69.00                  | 6,417.00         |
| New England Aquarium (Student)                                   | 80  | 14.00                  | 1,120.00         |
| New England Aquarium (Adult)                                     | 10  | 24.00                  | 240.00           |
| Boston Duck Tours (Student)                                      | 80  | 31.00                  | 2,480.00         |
| Boston Duck Tours (Adult)  | 10  | 34.00                  | 340.00           |
| <b>**PENDING**</b> Panera Bread Boxed Meal                       | 93  | 18.00                  | 1,674.00         |
| Boston Night Chaperone (per 1 guard/night)                       | 6   | 217.00                 | 1,302.00         |
| <b>**PENDING**</b> Fire and Ice Signaure Grill Experience Dinner | 93  | 30.00                  | 2,790.00         |
| Bus Driver (Room Nights)   | 6   | 145.00                 | 870.00           |
| Union HS 2/55  | 1   | 12,996.00              | 12,996.00        |
|  |     | <b>TOTAL ALL ITEMS</b> | <b>71,833.00</b> |

**PAYMENTS RECEIVED**

**CURRENT ACCOUNT BALANCE \$71,833.00 USD**  
**AMOUNT CURRENTLY DUE \$850.00 USD**

**PACKAGE AGREEMENT PAYMENT SCHEDULE**

|               | DATE DUE*    | INSTALL AMT | PAID YTD |
|---------------|--------------|-------------|----------|
| Installment   | 01/18/18     | 20,925.00   |          |
| Group Deposit | Upon Receipt | 850.00      |          |
| Installment   | 03/09/18     | 50,058.00   |          |



WorldStrides OnStage Programs  
PO Box 271549  
Salt Lake City, UT 84127  
(800) 223-4367

Invoice

Laura Muller      lmuller@twpunionschools.org  
Union High School  
2350 N 3rd St  
Union, NJ 07083-5049

Laura Muller  
Union High School  
Union, NJ 07083

Please include the Trip ID # on your payment  
01/16/18 12:05 pm      Trip ID: 156132  
PLID: 101522860  
Group/Tour ID: 43536-10

| PROGRAM INFORMATION                                   |                   |                            |               |
|---|-------------------|----------------------------|---------------|
| Event Description:                                    | BOSTON 2018 04/28 | Festival Selection Advisor | Dean Pantorno |
|   |                   | Destination Specialist     | Michelle Muir |
| Depart Date:  | THURSDAY-04/26/18 | Host Festival Director     | Becky Wilson  |
| Return Date:  | SUNDAY-04/29/18   |                            |               |
| Number of Nights Included in Package: 3 nights        |                   |                            |               |
| Hotel Nights Included in Package: 04/26; 04/27; 04/28 |                   |                            |               |

| PACKAGE AGREEMENT PAYMENT SCHEDULE - continued |   |
|--|---|
|  | <b>TOTAL BALANCE DUE    \$71,833.00 USD</b> |

**Charges added after the last scheduled payment shown above will be due no later than 14 days prior to departure.**  
**\*Amount Due is based on the passenger count, room types, and optional items established as of the date of the Invoice.**



WorldStrides OnStage Programs  
 PO Box 271549  
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Please include the Trip ID # on your payment  
 01/16/18 12:05 pm      Trip ID: 156132  
 PLID: 101522860  
 Group/Tour ID: 43536-10

**PROGRAM INFORMATION**

|                                       |                     |                            |               |
|---------------------------------------|---------------------|----------------------------|---------------|
| Event Description:                    | BOSTON 2018 04/28   | Festival Selection Advisor | Dean Pantorno |
|                                       |                     | Destination Specialist     | Michelle Muir |
| Depart Date:                          | THURSDAY-04/26/18   | Host Festival Director     | Becky Wilson  |
| Return Date:                          | SUNDAY-04/29/18     |                            |               |
| Number of Nights Included in Package: | 3 nights            |                            |               |
| Hotel Nights Included in Package:     | 04/26; 04/27; 04/28 |                            |               |

**DEADLINES AND TERMS**

Rooming List Due Date - 02/25/18

Total trip charges, Invoice and Current Balance are subject to change until rooming list and optional items have been finalized.

\*Package Price is the sum of the above items that had been selected for the individual who is cancelling at one of these late dates.

In the event the school or any participant desires to cancel a reservation, all cancellations must be made in writing. Upon such a cancellation, and subject to all other provisions listed below, the participant shall only be entitled to a refund on the following basis and there shall be no other refunds, including for unused services or program features after the group departs.

Please note that upon cancellation, **any amounts relating to the group deposit, and all applicable fees and penalties** levied by airline, hotels, bus companies, retailers and other vendors are **non-refundable**. In the event of any cancellation of any reservation after an airline ticket has been issued by the air carrier, the participant shall forfeit the amount of the airline cancellation penalty in addition to the other cancellation penalties listed below.

| PROGRAMS           | Date Range 1  | Date Range 2   | Date Range 3  |
|--------------------|---|--|---|
| Carnegie Hall      | At least ninety (90) days prior to departure                      | Less than ninety (90) days but more than thirty (30) days prior to departure             | Less than thirty (30) days prior to departure           |
|                    | All amounts paid less the \$225 non-refundable deposit per person | 50% cancellation fee based on program price plus \$225 per person non-refundable deposit | No refund   |
| Marching Bands     | At least forty-five (45) days prior to departure                  | Less than forty-five (45) days but more than seven (7) days prior to departure           | Less than seven (7) days prior to departure             |
| Heritage Festivals | Refund all amounts paid less \$35 processing fee per person       | 50% cancellation fee based on program price  | No refund   |
| Festivals of Gold  |   |  |   |
| 1-Day Festival     |   | At least thirty (30) days prior to departure departure                                   | Less than thirty (30) days prior to departure departure |
|                    |   | Refund all amounts paid less \$35 processing fee per person                              | No refund   |
| Dance              | At least sixty (60) days prior to departure                       | Less than sixty (60) days but more than seven (7) days prior to departure                | Less than seven (7) days prior to departure             |
|                    | Refund all amounts paid less \$100 processing fee per person      | 50% cancellation fee based on program price  | No refund   |

COMPLETE SECTION I ONLY

DATE 2/1/18

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

Pay \$ 23,056 to the order of Worldstudies on Stage

and charge the account of spring trip / chorus / band Acct. No. 45

Purpose: BOSTON competition - pymt # 2  
DUE - April 1st

Club or Activity \_\_\_\_\_ Faculty Adviser - Signature [Signature]

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date 2/6/18

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

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

EXHIBIT B-1

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

SCHOOL: UMS Date: 2/1/18

DEPARTMENT: music Account: 2045

VENDOR: Woodstrokes Amount: 23,056

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): pre-approval  
payment #2 - BOSTON competition

DUE - April 1st

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

NAME \_\_\_\_\_  
[Signature]  
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

RECEIVED  
2/1/18

REMITTANCE ADDRESS  
 Payable to: WorldStrides  
**WorldStrides OnStage**  
**PO Box 271549**  
**Salt Lake City, UT 84127**



**WorldStrides®**  
**OnStage**

|                     |                 |
|---------------------|-----------------|
| <b>Trip ID</b>      | <b>156132</b>   |
| <b>Invoice Date</b> | <b>2/1/2018</b> |

Laura Muller  
 Union High School  
 2350 N 3rd St.  
 Union, NJ 07083

| TRAVEL INFORMATION       |
|--------------------------|
| Trip: Boston             |
| Arrival Date: 04/26/18   |
| Departure Date: 04/29/18 |

| Qty | Description                                   | Unit Price | Extended Price      |
|-----|---|------------|---------------------|
|     | <b>BILLING</b>                                |            |                     |
|     | <b>Boston Music Festival Payment Schedule</b> |            |                     |
|     | Feb. 28 - Festival Deposit                    | \$ -       | \$ 850.00           |
|     | March 15 - Chaperone Payment                  | \$ -       | \$ 9,500.00         |
|     | March 15 - First Student Payment              | \$ -       | \$ 23,057.00        |
|     | April 1 - Second Student Payment              | \$ -       | \$ 23,056.00        |
|     | April 10 - Final Student Payment              | \$ -       | \$ 15,370.00        |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     |   | \$ -       | \$ -                |
|     | <b>Total</b>                                  |            | <b>\$ 71,833.00</b> |

**Payments sent by US Mail:**  
 Payable to: WorldStrides OnStage  
**PO Box 271549**  
 Salt Lake City, UT 84127

**Payments sent by Fedex or UPS:**  
 Payable to: WorldSt  
 2650 S. Decker Lake Blvd, Suite 200  
 Salt Lake City, UT 84119  
 (800) 223-4367

Charges added after the last scheduled payment shown above will be due no later than 14 days prior to departure.  
 \*Amount Due is based on the passenger count, room types, and optional items established as of the date of the Invoice.

**Cancellation Terms:**

More than 45 days till Arrival date: \$35 per person plus applicable air, busing, hotel and activity fees.  
 Less than 45 days till Arrival date: 50% of quad package price plus applicable air and activity fees.  
 Less than seven days till Arrival date: No refunds will be given.



# UNION HIGH SCHOOL PERFORMING ARTS COMPANY



2350 North Third Street ♦ Union, New Jersey 07083  
Phone (908) 851-6457 ♦ Fax (908) 851-6457

January 11, 2018

Mr. Tatum and Board of Education Members:

We are requesting re-approval to change the location and dates for the Union High School Jazz Band, Marching Band and Indoor Color Guard members to attend the annual spring trip for competition. Festival Disney was the approved trip dated May 2<sup>nd</sup> through the 6<sup>th</sup>. However, the trip price exceeded the maximum we were willing to ask students to spend. Therefore, we are seeking to go to Boston, MA, April 26 – 29, 2018, a much more affordable option. We will travel by motor coach and compete in the 2018 Boston Heritage Festival Competition sponsored by Worldstrides.

Following is a list of the projected staff members needed for the trip.

- Laura Muller, Band Director/Trip Coordinator
- Ronald Rago, Supervisor of Music
- Carlos Esquivel, Assistant Band Director
- Paul "PJ" Tankard, Color Guard Instructor
- Michael Hamilton, Assistant Band Director
- Michelle Russo, Visual Instruction
- Karen Muniz-Rago, Chaperone
- Diane Esquivel, Chaperone
- \*Steve Myers – back up chaperone, in case illness or sudden conflict occurs with another chaperone*
- \* Lisa Allgauer, student teacher, senior field, potential back-up chaperone, in case illness or sudden conflict occurs with another chaperone*

|   |                  |
|---|------------------|
| The approximate cost per student is:  | \$850            |
| The approximate cost per chaperone is:  | \$950            |
| Festival Entry Fee is \$100 per ensemble entered (which is four groups for Union HS)              | \$400            |
| <br>  |                  |
| Total Cost for all students, PAID by students<br>(based on 80 students including transportation): | <br>\$68,000     |
| <br>  |                  |
| Total cost to the Board of Education for chaperones (8 or 10, depending on enrollment):           | \$7600 or \$9500 |
| Total cost for equipment truck rental (incorporated into the cost per person):                    | approx. \$850    |
| Total cost for the competition t-shirts (incorporated into the cost per person):                  | approx. \$1200   |

These prices are based on the current market values for the services we require for the trip and may change slightly as the economic climate changes. If any additional information is required to process our field trip request, please do not hesitate to contact me to provide it.

Thank you for your consideration,

Laura Muller  
Instrumental Music Director / Trip Coordinator

Laura Muller  
Instrumental Music/ Trip Coordinator



WorldStrides OnStage Programs  
 PO Box 271549  
 Salt Lake City, UT 84127  
 (800) 223-4367

Invoice

Laura Muller    lmuller@twpunionschools.org  
 Union High School  
 2350 N 3rd St  
 Union, NJ 07083-5049

Laura Muller  
 Union High School  
 Union, NJ 07083

Please include the Trip ID # on your payment  
 01/16/18 12:05 pm    Trip ID: 156132  
 PLID: 101522860  
 Group/Tour ID: 43536-10

| PROGRAM INFORMATION                   |                     |                            |               |
|---------------------------------------|---------------------|----------------------------|---------------|
| Event Description:                    | BOSTON 2018 04/28   | Festival Selection Advisor | Dean Pantomo  |
| Depart Date:                          | THURSDAY-04/26/18   | Destination Specialist     | Michelle Muir |
| Return Date:                          | SUNDAY-04/29/18     | Host Festival Director     | Becky Wilson  |
| Number of Nights Included in Package: | 3 nights            |                            |               |
| Hotel Nights Included in Package:     | 04/26; 04/27; 04/28 |                            |               |

| BILLING INFORMATION   |            |                           |                  |
|---|------------|---------------------------|------------------|
| <b>BASE PACKAGE</b>   | <b>QTY</b> | <b>PER PERSON</b>         | <b>TOTAL</b>     |
| Quad Rate per person  | 80         | 318.00                    | 25,440.00        |
| Triple Rate per person                                      | 0          | 372.00                    | 0.00             |
| Double Rate per person                                      | 13         | 485.00                    | 6,305.00         |
| Single Rate per person                                      | 0          | 827.00                    | 0.00             |
| Going Free  | 3-         | 485.00                    | -1,455.00        |
|   |            | <b>BASE PACKAGE TOTAL</b> | <b>30,290.00</b> |
| <b>OPTIONAL ITEMS</b>                                       | <b>QTY</b> | <b>COST</b>               | <b>TOTAL</b>     |
| ***PENDING*** Boston Symphony Union 2                       | 25         | 34.00                     | 850.00           |
| Boston Symphony Union 1                                     | 65         | 30.00                     | 1,950.00         |
| ***PENDING*** Six Flags New England Tickets                 | 93         | 32.00                     | 2,976.00         |
| Four Points by Sheraton Buffet Breakfast                    | 90         | 15.00                     | 1,350.00         |
| Four Points by Sheraton Buffet Breakfast                    | 90         | 15.00                     | 1,350.00         |
| Four Points by Sheraton Buffet Breakfast                    | 90         | 15.00                     | 1,350.00         |
| ***PENDING*** Six Flags Meal Vouchers                       | 93         | 16.00                     | 1,488.00         |
| ***PENDING*** DJ Dinner Cruise 90 people and over           | 93         | 69.00                     | 6,417.00         |
| New England Aquarium (Student)                              | 80         | 14.00                     | 1,120.00         |
| New England Aquarium (Adult)                                | 10         | 24.00                     | 240.00           |
| Boston Duck Tours (Student)                                 | 80         | 31.00                     | 2,480.00         |
| Boston Duck Tours (Adult)                                   | 10         | 34.00                     | 340.00           |
| ***PENDING*** Panera Bread Boxed Meal                       | 93         | 18.00                     | 1,674.00         |
| Boston Night Chaperone (per 1 guard/night)                  | 6          | 217.00                    | 1,302.00         |
| ***PENDING*** Fire and Ice Signaure Grill Experience Dinner | 93         | 30.00                     | 2,790.00         |
| Bus Driver (Room Nights)                                    | 6          | 145.00                    | 870.00           |
| Union HS 2/55   | 1          | 12,996.00                 | 12,996.00        |
|   |            | <b>TOTAL ALL ITEMS</b>    | <b>71,833.00</b> |

**PAYMENTS RECEIVED**

**CURRENT ACCOUNT BALANCE \$71,833.00 USD**  
**AMOUNT CURRENTLY DUE \$850.00 USD**

| PACKAGE AGREEMENT PAYMENT SCHEDULE |              |             |          |
|------------------------------------|--------------|-------------|----------|
|                                    | DATE DUE*    | INSTALL AMT | PAID YTD |
| stallment                          | 01/18/18     | 20,925.00   |          |
| Group Deposit                      | Upon Receipt | 850.00      |          |
| Installment                        | 03/09/18     | 50,058.00   |          |





WorldStrides OnStage Programs  
PO Box 271549  
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Invoice

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2350 N 3rd St  
Union, NJ 07083-5049

Laura Muller  
Union High School  
Union, NJ 07083

Please include the Trip ID # on your payment  
01/16/18 12:05 pm      Trip ID: 156132  
PLID: 101522860  
Group/Tour ID: 43536-10

| PROGRAM INFORMATION                                   |                   |                            |               |
|---|-------------------|----------------------------|---------------|
| Event Description:                                    | BOSTON 2018 04/28 | Festival Selection Advisor | Dean Pantorno |
|   |                   | Destination Specialist     | Michelle Muir |
| Depart Date:  | THURSDAY-04/26/18 | Host Festival Director     | Becky Wilson  |
| Return Date:  | SUNDAY-04/29/18   |                            |               |
| Number of Nights Included in Package: 3 nights        |                   |                            |               |
| Hotel Nights Included in Package: 04/26; 04/27; 04/28 |                   |                            |               |

| PACKAGE AGREEMENT PAYMENT SCHEDULE - continued |   |
|--|---|
|  | <b>TOTAL BALANCE DUE    \$71,833.00 USD</b> |

**Charges added after the last scheduled payment shown above will be due no later than 14 days prior to departure.**  
**\*Amount Due is based on the passenger count, room types, and optional items established as of the date of the invoice.**



COMPLETE SECTION I ONLY

DATE 2/1/18

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

Pay \$ 15,370 <sup>Amount not to exceed</sup> to the order of Woodstrides On Stage

and charge the account of Spring trip / Chow / band Acct. No. 45

Purpose: BOSTON competition - final payment  
DUE - April 10th

Club or Activity \_\_\_\_\_ Faculty Adviser - Signature [Signature]

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Date 2/6/18  
Principal - Signature

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

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

EXHIBIT B-1

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

SCHOOL: WMS Date: 2/1/18

DEPARTMENT: MUSIC Account: 2045

VENDOR: WorldStrides Amount: 15,370

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: pre-approval  
final payment - BOSTON  
competition  
DUE - APRIL 10th

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

NAME \_\_\_\_\_  
[Signature]  
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

RECEIVED  
2/1/18





# UNION HIGH SCHOOL PERFORMING ARTS COMPANY



2350 North Third Street ♦ Union, New Jersey 07083  
Phone (908) 851-6457 ♦ Fax (908) 851-6457

January 11, 2018

Mr. Tatum and Board of Education Members:

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- Carlos Esquivel, Assistant Band Director
- Paul "PJ" Tankard, Color Guard Instructor
- Michael Hamilton, Assistant Band Director
- Michelle Russo, Visual Instruction
- Karen Muniz-Rago, Chaperone
- Diane Esquivel, Chaperone
- \*Steve Myers – back up chaperone, in case illness or sudden conflict occurs with another chaperone*
- \* Lisa Allgauer, student teacher, senior field, potential back-up chaperone, in case illness or sudden conflict occurs with another chaperone*

|   |                      |
|---|----------------------|
| The approximate cost per student is:  | \$850                |
| The approximate cost per chaperone is:  | \$950                |
| Festival Entry Fee is \$100 per ensemble entered (which is four groups for Union HS)                  | \$400                |
| <br>Total Cost for all students, PAID by students<br>(based on 80 students including transportation): | <br>\$68,000         |
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Thank you for your consideration,

Laura Muller  
Instrumental Music Director / Trip Coordinator

Laura Muller  
Instrumental Music/ Trip Coordinator



WorldStrides OnStage Programs  
 PO Box 271549  
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Invoice

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Please include the Trip ID # on your payment  
 01/16/18 12:05 pm    Trip ID: 156132  
 PLID: 101522860  
 Group/Tour ID: 43536-10

| PROGRAM INFORMATION                                   |                   |                            |               |
|---|-------------------|----------------------------|---------------|
| Event Description:                                    | BOSTON 2018 04/28 | Festival Selection Advisor | Dean Pantorno |
|   |                   | Destination Specialist     | Michelle Muir |
| Depart Date:  | THURSDAY-04/26/18 | Host Festival Director     | Becky Wilson  |
| Return Date:  | SUNDAY-04/29/18   |                            |               |
| Number of Nights Included in Package: 3 nights        |                   |                            |               |
| Hotel Nights Included in Package: 04/26; 04/27; 04/28 |                   |                            |               |

| BILLING INFORMATION   |            |                           |                  |
|---|------------|---------------------------|------------------|
| <b>BASE PACKAGE</b>   | <b>QTY</b> | <b>PER PERSON</b>         | <b>TOTAL</b>     |
| Quad Rate per person  | 80         | 318.00                    | 25,440.00        |
| Triple Rate per person                                      | 0          | 372.00                    | 0.00             |
| Double Rate per person                                      | 13         | 485.00                    | 6,305.00         |
| Single Rate per person                                      | 0          | 827.00                    | 0.00             |
| Going Free  | 3-         | 485.00                    | -1,455.00        |
|   |            | <b>BASE PACKAGE TOTAL</b> | <b>30,290.00</b> |
| <b>OPTIONAL ITEMS</b>                                       | <b>QTY</b> | <b>COST</b>               | <b>TOTAL</b>     |
| ***PENDING*** Boston Symphony Union 2                       | 25         | 34.00                     | 850.00           |
| Boston Symphony Union 1                                     | 65         | 30.00                     | 1,950.00         |
| ***PENDING*** Six Flags New England Tickets                 | 93         | 32.00                     | 2,976.00         |
| Four Points by Sheraton Buffet Breakfast                    | 90         | 15.00                     | 1,350.00         |
| Four Points by Sheraton Buffet Breakfast                    | 90         | 15.00                     | 1,350.00         |
| Four Points by Sheraton Buffet Breakfast                    | 90         | 15.00                     | 1,350.00         |
| ***PENDING*** Six Flags Meal Vouchers                       | 93         | 16.00                     | 1,488.00         |
| ***PENDING*** DJ Dinner Cruise 90 people and over           | 93         | 69.00                     | 6,417.00         |
| New England Aquarium (Student)                              | 80         | 14.00                     | 1,120.00         |
| New England Aquarium (Adult)                                | 10         | 24.00                     | 240.00           |
| Boston Duck Tours (Student)                                 | 80         | 31.00                     | 2,480.00         |
| Boston Duck Tours (Adult)                                   | 10         | 34.00                     | 340.00           |
| ***PENDING*** Panera Bread Boxed Meal                       | 93         | 18.00                     | 1,674.00         |
| Boston Night Chaperone (per 1 guard/night)                  | 6          | 217.00                    | 1,302.00         |
| ***PENDING*** Fire and Ice Signaure Grill Experience Dinner | 93         | 30.00                     | 2,790.00         |
| Bus Driver (Room Nights)                                    | 6          | 145.00                    | 870.00           |
| Union HS 2/55   | 1          | 12,996.00                 | 12,996.00        |
|   |            | <b>TOTAL ALL ITEMS</b>    | <b>71,833.00</b> |

**PAYMENTS RECEIVED**

**CURRENT ACCOUNT BALANCE \$71,833.00 USD**  
**AMOUNT CURRENTLY DUE \$850.00 USD**

| PACKAGE AGREEMENT PAYMENT SCHEDULE |              |             |          |
|------------------------------------|--------------|-------------|----------|
|                                    | DATE DUE*    | INSTALL AMT | PAID YTD |
| Installment                        | 01/18/18     | 20,925.00   |          |
| Group Deposit                      | Upon Receipt | 850.00      |          |
| Installment                        | 03/09/18     | 50,058.00   |          |







COMPLETE SECTION I ONLY

DATE 2/5/18

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

Pay \$ 2,293.50 to the order of Rose Brand

and charge the account of VHSPAC Acct. No. 77

Purpose: Per Approval For Rental of Star Drop For  
VHSPAC Peter Pan

Peter Pan  
Club or Activity Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Date 2/5/18  
Principal - Signature

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

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

EXHIBIT B-1

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

SCHOOL: UHS

Date: 2/5/18

DEPARTMENT: Theatre Account: 77

VENDOR: Rose Brand Amount: 2,293.50

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Per Approval of

Rental of Star Drop for UHSPAC

Peter PLN

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

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

RECEIVED  
*[Signature]*



800.923.1624 800.360.5056 rosebrand.com

Corporate Headquarters & Warehouse 4 Emerson Lane, Secaucus, NJ 07094  
 West Coast Sales & Warehouse 11440 Sheldon Street, Sun Valley, CA 91352  
 Southeast Sales & Warehouse 3705 Vineland Road, Orlando FL 32811

**Hold**

Order #: RANJ58320 Ver: 1  
 Order Date: 01/02/2018 10:11 AM

| Ship     |            |      | Due Back at Rose Brand |            |      |
|----------|------------|------|------------------------|------------|------|
| Via      | Date       | Time | Via                    | Date       | Time |
| Call For | 03/09/2018 |      |                        | 03/26/2018 |      |

Sold To: UNION HIGH SCHOOL      Ship To:  
 2350 N. 3RD STREET      4 Emerson Lane  
 UNION NJ 07083      Secaucus NJ 07094

Attn: JAMES MOSSER  
 Phone: 908-851-6780  
 Cell: 908-851-6780

| Job Information |   |
|-----------------|---|
| Event Name:     |   |
| Order Desc:     | 22'H x 50W --classic star drop<br>PETER PAN |

| Customer ID | Ordered By   | Phone        | Cust PO  | Salesperson | Terms       | FOB    |
|-------------|--------------|--------------|----------|-------------|-------------|--------|
| UNIONH      | JAMES MOSSER | 908-851-6780 | required | Betty V./NJ | Net 30 Days | ORIGIN |

To avoid damage fees do not:  
 Pin, Tack, Nail, Cut, Alter, Tape, Glue, Stain, or Wet any Drape or Drop  
 Order Comments : JMOSSER@TWPUNIONSCHOOLS.ORG

Note: Customer is responsible for all return shipping arrangements and charges

Shipping Comments : please have ready for 10:00 a.m pick up

| Qty | Item Description   |
|-----|--|
| 2   | 25 X 20 CLASSIC 15OZ REALISTIC SHOWLED BLK ENCORE        |
| 1   | 25 X 12 CLASSIC 15OZ REALISTIC SHOWLED BLK ENCORE        |
| 3   | ROAD STAR SHOWLED CLASSIC CONTROLLER (5 PIN XLR)         |
| 2   | PKG-YELLOW STORAGE BAG                                   |
| 2   | PKG-18LB CORRUGATED PLASTIC SHIPPING BOX                 |
| 1   | PKG-9LB CORRUGATED PLASTIC SHIPPING BOX (60LB CAPACITY)* |
| 1   | ORDER TOTAL*   |

|                                  |                   |
|----------------------------------|-------------------|
| Discounted Rental Total          | 2293.50           |
| Estimated Outbound Shipping Only | Call for desk     |
| <b>TOTAL DUE</b>                 | <b>\$2,293.50</b> |

Thank You for your Business

\_\_\_\_\_  
 Signature as Acceptance of Proposal & Terms      Date of Acceptance  
**SIGNED ACCEPTANCE MUST BE RECEIVED PRIOR TO DELIVERY OF EQUIPMENT TO LOCATION**

**ROSE BRAND TERMS AND CONDITIONS OF RENTAL Revision 10 (Nov 29, 2006)**

1. Rose Brand's (RB) **minimum rental charge (MRC) is equal to a one-week price.** There is no minimum rental period. **If the rental is for 1-day, the MRC (one-week) will apply and the goods must be back at the end of the 1-day period or late charges will begin.** The rental period on the contract is to include the outbound and inbound transportation time (not just Renter usage time period.) RB, at their discretion, may discount the shipping period(s). A billing week equals 7 days or less. The 7<sup>th</sup> day ends at 12:00 noon, RB local time. Multi-week rental discount (if applicable) starts on 8<sup>th</sup> day. **Rental charges apply whether the Renter uses the rented items as intended or not. Items not picked up or not cancelled at least 24 hours prior to shipping are deemed rented and immediate full payment is required.**
2. Orders not returned by 12:00 noon on the date specified on the Rental Order will be deemed late. **Late rentals will accrue charges until returned and lose rights to any previous time discounting that may have been applied to the order (ie, any shipping time or multi-week discounts – renter will be charged, at full price, for entire period the rental was out.)** Renter agrees to pay all late charges and for any loss of income to R B resulting from late return.
3. **All items must be returned in person or shipped at the Renter's sole cost and expense, including the carrier's insurance for full value of the items. All items are to be returned to the shipping address of origin unless stipulated otherwise, in writing, by RB, on the Acceptance & Contract documents or additional charges will apply.** Renter agrees to be liable for the difference between the insurance coverage purchased from the carrier and any deductible on the carrier's or the Renter's insurance. Acceptance by RB of items shipped by the Renter does not constitute acceptance of the condition of the rented items and is not a waiver by RB of any claims it may have against the Renter, nor a waiver of claims for latent or patent damages to the equipment. All returned items are received subject to final inspection.
4. **The Renter hereby assumes full responsibility for the equipment rented and agrees to compensate RB to the extent of the full value of any and all item(s) of said equipment not returned or returned in a damaged condition, due to any cause whatsoever.** Renter further agrees to compensate Rose Brand for lost rental income as a result of late return and/or; repair or replacement of damaged equipment and/or; replacement of lost equipment. **RB must be notified of any existing damage (not noted on the contract), within 24 hours of receipt of goods,** otherwise damage will be assumed to have occurred while in Renter's possession.
5. **If the Renter has any questions concerning the handling of the rental item(s), please call RB for advice. Renter may not pin, tack, staple, nail, tape, glue, mar or stain any drapery or drop. Drapes must remain dry at all times, exposure to any liquids or very high humidity may have an adverse effect on the fabric. Drapes may not be modified by the Renter in any manner, including but not limited to painting and/or cutting.** Returned drapes that are soiled in any way will be cleaned and retreated for flame retardancy at rate of \$50 handling + 1.25 per sq foot **for the entire drape or time and materials for spot cleaning (if possible).** Drapes that cannot be cleaned or have other damage will have the entire affected width of fabric removed and replaced. Hardware will be repaired wherever possible for parts + labor. If damage to any kind of equipment cannot be repaired to RB's satisfaction, the Renter will be responsible for the full replacement cost of the piece(s). Renter may be given the option to buy some or all of the damaged goods "as is" in which case said piece(s) must be paid for, in full, and picked up within one week of notification by RB. After one week RB may dispose of the goods at their discretion without any further contact with Renter. Failure to respond to calls from RB and/or to pickup goods does not release Renter in any way from responsibility for all associated missing, damaged, and/or late charges. Deposits are held until the rental has been fully checked in or 2 weeks has passed, whichever comes first; large orders should expect a longer check-in period. If you have specific needs with respect to check-in, please notify salesperson, RB will try to accommodate this.
6. **Damage charges, assessed after inspection, are due immediately and are in addition to rental charges.** If a pre-rental deposit was required, damages will be deducted and the balance, if any, returned to the Renter. If damage exceeds the amount of the deposit, the Renter is responsible to pay all additional charges immediately.
7. In the event that the Renter fails to return the item(s) when due, or fails to abide by the other terms of this contract, RB may repossess the item(s) without notice to the Renter and is released from any and all claims arising there from. Renter will pay for all expenses incurred in connection with such repossession.
8. RB is not responsible for accidents or injuries caused directly or indirectly by the use of the rented item(s). Renter assumes all risk in the use and operation of the rented item(s) and shall be responsible for providing proper safety devices and equipment to safeguard users of, operators of, and/or audience members in the vicinity of the equipment herein rented. The Renter is further responsible for the proper installation of the equipment in safe and adequate facilities, in order to comply with Federal, State, and Local laws or regulations, and all industry standards.
9. **Drapes have been flame-treated but are not to be construed as flameproof. They are NEVER to be used in the vicinity of any kind of flame or pyrotechnic device. They must be kept sufficiently distant from heat sources such as stage lights or space heaters to preclude scorching and/or burn-through.**
10. The acceptance of any rent or payment, or any portion thereof, after a default by the Renter shall not be deemed to operate as a waiver of RB rights to enforce the payment of rent or other payment herein provided for or to terminate this agreement and recover possession of its equipment. The failure to insist upon strict compliance with the terms and conditions of this agreement, even after a breach of any provision after default, shall not be construed as a waiver of any of RB's rights under this agreement.
11. The Renter agrees to pay all reasonable attorney's fees and costs incurred by Rose Brand in protecting its rights of property under this agreement, or in any action or proceeding against the Renter.
12. The Renter shall not remove the equipment from the address herein above set forth without first having notified RB and obtained from RB a written consent for such removal. Should the equipment be part of a touring show, the Renter must provide a detailed itinerary for the show, including dates, contact person, and all locations at which the equipment will be used. Any changes to this itinerary must be communicated to RB, in writing.
13. Renter is responsible for registration (carnet) of all rentals going out of the continental limits of the United States and for customs clearance upon return to this country. Renter must make all arrangements and bear all costs for the services of a customs broker. No allowance will be made for time lost due to improper documentation, strikes or delays in transit.
14. It shall be lawful for RB representative's at all reasonable time to enter the premises where the equipment is kept for the purpose of viewing the condition of said equipment.
15. The Renter shall not re-lease, loan or otherwise permit the equipment to be used by any other person, firm or corporation, and said equipment shall at all times remain under the immediate control, supervision and direction of the Renter or its employees.
16. **The rented equipment is and shall remain at all times the sole and exclusive property of RB. The Renter agrees not to remove or cover the tag or nameplate on the equipment showing ownership by RB.**
17. It is understood that the rental price does not include New York City or Los Angeles sales tax, one of which is to be added to invoices as they become due. **Exemption from sales tax will be allowed only for shipments via common carrier into states other than New York or California, or presentation of a fully executed New York State or State of California resale or tax exempt certificate PRIOR to the commencement of the rental.**
18. This agreement contains the entire understanding between the parties and may not be modified except by another agreement in writing signed by both parties to this agreement.

**RANJ 58320 unionh**

**Signature and date**

**order #**

**cust ID#**

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

Pay \$ 26,302.60 to the order of VANCE ENTERTAINMENT

and charge the account of UHSPAL Acct. No. 77

Purpose: Pa Approval of Final Payment for Set +

Prop Rental For Peter Pan

Peter Pan  
Club or Activity

[Signature]  
Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature]  
Principal - Signature

Date \_\_\_\_\_

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

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

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: UHS

Date: 2/5/18

DEPARTMENT: Theatre Account: 77

VENDOR: Vince Entertainment Amount: 26,302.60

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Pre Approval of  
Final Payment for Set and Prop Rental  
for Peter Pan

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

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

RECEIVED  
2/6/18

# EXHIBIT B

## "INVOICE"



**VANCE ENTERTAINMENT, LLC**  
 CORPORATE OFFICE: (Mail Payments to)  
 360 N. Caswell Rd., Suite 202, Charlotte, NC 28204  
 704-342-5885

Rentals@VanceEntertainment.com

**WEST COAST WAREHOUSE LOCATION:**  
 310 E Walnut Avenue, Fullerton, CA

INVOICE #: **V5165**

|                               |                             |
|-------------------------------|-----------------------------|
| Issued Date:                  | 12/28/2017                  |
| Measurement Date:             | tba                         |
| Ending Date of Rental Period: | 3/26/2018                   |
| CONTACT INFORMATION:          |                             |
| NAME:                         | James Mosser                |
| OFFICE PHONE:                 | 908-851-6780                |
| MOBILE PHONE:                 | -                           |
| EMAIL:                        | JMosser@twjunionschools.org |

LESSEE: Union High School

LESSEE'S NOTICE ADDRESS: 2350 North Third Street  
 Union, NJ 07083

THEATER: Union High School PAC  
 THEATER ADDRESS: 2350 North Third Street  
 Union, NJ 07083

SHOW: Peter Pan  
 PARTY IN CHARGE OF HANDLING SHIPPING: VE  
 PERMITTED NUMBER OF PERFORMANCES: 7  
 SHIPPING ADDRESS: 2350 North Third Street  
 Union, NJ 07083

|   |              |
|---|--------------|
| <b>"Lessee's Deadline for Lessor to Receive Payment of 'Total Amount Due at Signing of Agreement'":</b> with-in 10 business days of Issued Date Listed Above. |              |
| THEATER MEASUREMENT FEE:  | \$ -         |
| RENTAL PACKAGE FEE(S):  | \$ 8,327.28  |
| BACKDROP RENTAL FEE(S):   | \$ -         |
| SCENERY/PROP RENTAL FEE(S):   | \$ -         |
| COSTUME/WIG RENTAL FEE(S):  | \$ -         |
| TECHNICIAN FEE(S): **   | \$ 1,021.28  |
| TECH TRANSPORTATION FEE(S): **  | \$ 450.94    |
| CUSTOM BUILD FEE(S):  | \$ -         |
| REPAIR/ REPLACEMENT FEE(S) (Only charged when damage occurs in during rental)   | \$ -         |
| SHIPPING FEE(S): **   | \$ 16,880.00 |
| PACKING FEE(S): **  | \$ -         |
| USE TAX: 8% (Only use, if Lessee is located in CA or NC)  | \$ -         |

|   |  |   |
|---|--|---|
| IF PAYMENT IS RECEIVED WITHIN 10 BUSINESS DAYS OF ISSUED DATE LISTED ABOVE:   | TOTAL: Estimated Total: <b>\$26,679.50</b> | DISCOUNTED PRICE, if payment by Wire or Check (no P/O's): Estimated Total: <b>\$26,302.60</b> |
| IF PAYMENT IS RECEIVED WITHIN 7 DAYS OF DATE RENTAL PACKAGE(S) AND/OR RENTAL ITEM(S) SHIPPED/PICKED UP AS LISTED ON THIS EXHIBIT: | TOTAL: Estimated Total: <b>\$28,013.48</b> | DISCOUNTED PRICE, if payment by Wire or Check (no P/O's): Estimated Total: <b>\$27,617.73</b> |
| IF PAYMENT IS RECEIVED AFTER RENTAL PACKAGE(S) AND/OR RENTAL ITEM(S) ARE SHIPPED AND/OR PICKED UP:                                | TOTAL: Estimated Total: <b>\$33,349.38</b> | DISCOUNTED PRICE, if payment by Wire or Check (no P/O's): Estimated Total: <b>\$32,878.25</b> |

**RENTAL PERIOD: (Dates listed on and between 'Lessor Load-out Date' to Lessor Load-in Date)**

|                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|
| Payment Type: PO                     | Lessor Load-out Date: 3/1/2018       | Lessee Load-out Date: 3/26/2018      |
| Sales Rep: Kozak                     | Lessor Load-out Start Time: 12:00 AM | Lessee Load-out Start Time: 12:00 AM |
| Number of Technicians at Load-in: 1  | Lessee Load-in Date: 3/6/2018        | Lessor Load-in Date: 3/31/2018       |
| Number of Technicians at Load-out: 1 | Lessee Load-in Start Time: 12:00 AM  | Lessor Load-in Time: 12:00 AM        |

| BREAKDOWN OF FEES AND TAXES:  | AMOUNT:      | REPLACEMENT VALUE:                        |
|---|--------------|---|
| THEATER MEASUREMENT FEE:  | \$ -         |   |
| RENTAL PACKAGE FEE(S):  | \$ 8,327.28  | \$ 70,000.00                              |
| BACKDROP RENTAL FEE(S):   | \$ -         | \$ -                                      |
| SCENERY/PROPS RENTAL FEE(S):  | \$ -         | \$ -                                      |
| COSTUME RENTAL FEE(S):  | \$ -         | \$ -                                      |
| TECHNICIAN FEE(S): (includes Technician Cost, Hotel, Per Diem, Rental Car, Gas & Airfare) | \$ 1,021.28  |   |
| TECH TRANSPORTATION FEE(S):   | \$ 450.94    |   |
| CUSTOM BUILD FEE(S):  | \$ -         |   |
| REPAIR/REPLACEMENT FEE(S):  | \$ -         |   |
| SHIPPING FEE(S):  | \$ 16,880.00 |   |
| PACKING FEE(S):   | \$ -         |   |
| SALES TAX:  |              |   |
| NOTES:  |              | TOTAL INSURANCE REQUIRED:<br>\$ 70,000.00 |

\*\* = Best Estimate

PAYMENT MUST BE WIRED, MAILED OR CREDIT CARD PROCESSED by the "Lessee's Deadline for Lessor to Receive Payment of 'Total Amount Due at Signing of Agreement'" as listed above.  
 Please make check(s) payable to: VANCE ENTERTAINMENT, LLC  
 and mail to VANCE ENTERTAINMENT, LLC, 360 N. Caswell Road, Suite 202, Charlotte, NC 28204, or call 704-342-5885 to pay by Credit Card.  
 PLEASE NOTE THAT THE LESSOR IS NOT UNDER ANY OBLIGATION TO LEASE TO LESSEE UNTIL AGREEMENT IS SIGNED AND THIS INVOICE IS PAID IN FULL.

Lessee's Initials: \_\_\_\_\_

Lessor's Initials: MTU \_\_\_\_\_



F-9

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

Date: 2/7/2018

DEPARTMENT: Athletics: Boys Baseball Club

Account: 3350

VENDOR: The Sports Academy Zoned Inc.

Amount: \$2500.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be used for the Baseball Training at their locaton in Bridgewater. This is for team training.

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

Linds 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: \_\_\_\_\_