

EXHIBIT B-1

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

SCHOOL: Union High School

Date: 10/9/2020

DEPARTMENT: Clubs (Service) Account: 46 Key Club

VENDOR: Key Club International Amount: Max \$2,500

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Payment for club
dues to NJ District of Key Club

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

Stefanie Courtney
NAME

Stefanie Courtney
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.

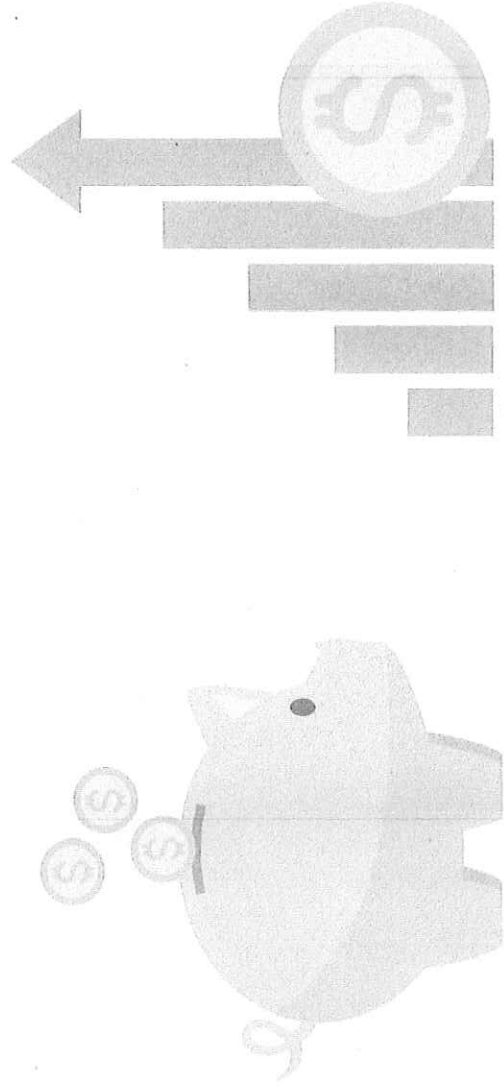
I approve the purchase of goods/services per the attached.

Fernanda Manochio
Business Administrator (Interim)

Date

What are dues?

Key Club International is pretty big with around 280,000 people worldwide. To run a club this big, Key Clubbers have to pay dues! As of right now, Key Club International Dues are US \$7.00 and the New Jersey dues of US \$6.50 are added on top of that, making dues US \$13.50 for every member! Your club can charge up to an additional \$5.00 to help fundraise for your club, making the max amount you can charge \$18.50. You can also add members throughout the year, and submit dues more than once!



Township of Union Schools K-12



Diane Cappiello <dcappiello@twpunionschools.org>

November 2020 BOE Agenda Fundraiser Request and Exhibit B-1 Form

1 message

Laura Finnerty <lfinnerty@twpunionschools.org>

Wed, Oct 14, 2020 at 9:15 AM

To: Diane Cappiello <dcappiello@twpunionschools.org>

Cc: Stefanie Courtney <scourtney@twpunionschools.org>, Diana Prieto <dprieto@twpunionschools.org>

Good morning, Diane -

Can you please add the following fundraiser request to the November 2020 BOE Agenda?

School/Club: Key Club**School Account #:** 2046**Type of Fundraiser:** Coffee/Tea Sale (Giving Bean Paperless Fundraiser)**Date of Event:** November 2020 through January 20, 2020**Purpose of Fund Raiser:** To raise funds for NJ District of Key Club Convention

In addition, please find attached an Exhibit B-1 Form for the Key Club to pay Key Club International for the member dues which will not exceed \$2,500.

As always, your help is greatly appreciated!

Thank you,

Laura Finnerty, Secretary and Bookkeeper
Union High School
2350 North Third Street
Union, NJ 07083
(908) 851-6501

 **Key Club Fundraiser Request and Exhibit B-1 Form.pdf**
510K

EXHIBIT B-1

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

SCHOOL: Kawameeh

Date: 10/21/2020

DEPARTMENT: Yearbook

Account: # 26

VENDOR: Jostens

Amount: \$3,000.00

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Initial deposit

for 2020-2021 yearbooks.

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

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 \$1,000.00.

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

Manuel E. Vieira, Business Administrator

Date

YEARBOOK

CELEBRATING MOMENTS THAT MATTER

YEAR: 2021 | JOB #: 17353 | REP: Bonnie Blackman | DATE: 10/06/20

YEARBOOK DEPOSIT INVOICE

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

PAYMENT INSTRUCTIONS

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

Thank you for your timely payment!

PAYMENT SUMMARY

Purchase Order Number (if applicable):

Initial Deposit Amount Due by: 11/01/20 \$3000.00

Money Received To Date: \$0.00
(Includes any web sales and school payments)

Remaining Due: \$3000.00

ADDITIONAL PAYMENTS WILL BE REQUIRED THROUGHOUT THE YEAR

Second Deposit Amount Due by: 03/01/21 \$3000.00

Final Invoice Due After Book Ships Consult Your Rep

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

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

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

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

PAYMENT SUBMISSION

JOB NUMBER: 17353

YEAR: 2021

AMOUNT PAID: _____

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

EXHIBIT B-1

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

SCHOOL: Kawameeh Date: 10/21/2020
DEPARTMENT: Yearbook Account: # 26
VENDOR: Jostens Amount: \$ 3,000.⁰⁰

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Second deposit
for 2020-2021 yearbooks (due 03/01/2021).

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

Jason Malanda

NAME

[Signature]

SIGNATURE

.....
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Manuel E. Vieira, Business Administrator

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