

NEW ACTIVITY ACCOUNT REQUEST FORM

This form is to be completed and submitted for approval prior to commencing any student activity.

Requestor: Amanda Citro Date: 8/2/24

Building/Department: BWHS

Name of Account requested to be opened:

FLIGHT Transition Program

Purpose of Account:

FLIGHT is the new Transition Program for Deferred graduates who are students with multiple disabilities.

Major Sources of Revenue:

<u>Donations</u>	
<u>Sales of items/services</u>	
<u>Sales of dog treats</u>	

Types of Expenses:

<u>materials for cooking lessons</u>	
<u>recreational activities</u>	
<u>community activities</u>	
<u>ingredients to bake dog treats + package</u>	

Activity Sources of Income:		Activity Expenditures:	
Total Sales Estimate		Total Goods and Services	
\$ 750.00		\$ 750.00	
Total Donation Estimate		Total Equipment	
\$ 250.00		\$ 250.00	
Total Income Estimate		Total Expenses	
\$ 1,000.-		\$ 1,000.-	

Name of Account: _____ Fund/SPCC _____	
Board Approval Date: _____	
For Office Use Only	
Treasurer Approval _____ Date _____	Superintendent Approval _____ Date _____
Admin/Principal Approval _____ Date _____	Account Advisor Signature <i>[Signature]</i> _____ Date _____
_____ Date _____	_____ Date _____



Heather Mahle <heathermahle@bwls.net>

FLIGHT

4 messages

Heather Mahle <heathermahle@bwls.net>

To: Amanda Citro <amandacitro@bwls.net>

Cc: Amy Keep <amykeep@bwls.net>, Kaci Fox <kacifox@bwls.net>, Kelley Bloomer <kellybloomer@bwls.net>, Scott Gooding <scottgooding@bwls.net>

Thu, Aug 1, 2024 at 9:03 AM

Good morning Amanda,

To establish a new Activity Account, there are just a few steps that need to be completed. I have attached the New Activity Account Request Form below to start. Once completed and Dr. Carter has approved and signed, the form can be sent here to the Treasurer's Office. It will need to be approved by the Superintendent and presented to the Board. Once approved, we will assign a budget account for FLIGHT and you can enter a requisition to create your purchase order for the year. I will be sending information out to all of the Activity Advisors when they return from summer break that will assist you. I will be happy to walk you through it!

Please feel free to call my extension if you have any questions.

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BIG WALNUT
LOCAL SCHOOLS
INSPIRE
& GUIDE**Heather Mahle**

Accounts Receivable / Budget Coordinator

heathermahle@bwls.netaccountsreceivable@bwls.net

Treasurer's Dept.

Big Walnut Local Schools

110 Tippet Court

Sunbury, Ohio 43074

Office: 740.965.8957 / BW Ext 6106

The mission of the Big Walnut Local Schools is to inspire and guide each student to his or her maximum potential.

**FORM_ New Activity Account Request (1).pdf**

29K

Amanda Citro <amandacitro@bwls.net>

Thu, Sep 5, 2024 at 8:11 AM

9/5/24, 1:58 PM

Big Walnut Local School District Mail - FLIGHT

To: Heather Mahle <heathermahle@bwlis.net>

Please see the attached request form for the new FLIGHT post-secondary program. Let me know if you need more information from me. Thank you in advance!

[Quoted text hidden]

[Quoted text hidden]

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 **FLIGHT account request form_amandacitro.pdf**
126K

Heather Mahle <heathermahle@bwlis.net>
To: Amanda Citro <amandacitro@bwlis.net>

Thu, Sep 5, 2024 at 12:02 PM

Thank you! I believe this will need to be Board approved. I will pass it along to Scott asking for his signature and then I can request it be put on the agenda.

Have a great afternoon!

[Quoted text hidden]

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Heather Mahle

Accounts Receivable / Budget Coordinator

heathermahle@bwls.netaccountsreceivable@bwls.netBIG WALNUT
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& GUIDE

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Amanda Citro <amandacitro@bwls.net>To: Heather Mahle <heathermahle@bwls.net>

Thu, Sep 5, 2024 at 1:49 PM

I assumed it would still need to be, even though the Board already approved the program.

Lots of steps and I'm learning about what needs to happen as we move along with the new FLIGHT unit. If there is a budget already in place, let me know what I can do with that.

[Quoted text hidden]