

NEW ACTIVITY ACCOUNT REQUEST FORM

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

Requestor: Melissa Eckelbarger Date: 8/28/24
Building/Department: BWHS

Name of Account requested to be opened:

BWHS Class of 2026

Purpose of Account:

This is our junior class account that is used to pay for Prom. It is funded by Prom ticket sales.

Major Sources of Revenue:

Prom ticket sales

Types of Expenses:

Rental of venue
Payment of DJ
Photo booth
decorations & supplies
Security/police officers
Desserts/beverages

INITIAL PURPOSE AND BUDGET STATEMENT

Activity Sources of Income:		Activity Expenditures:	
Total Sales Estimate	\$ 13,500	Total Goods and Services	\$ 14,000
Total Donation Estimate	\$ 3,300	Total Equipment	\$ —
	\$		\$
	\$		\$
Total Income Estimate	\$ 16,800	Total Expenses	\$ 14,000

Melissa J. Echellarger
 Account/Advisor Signature

8/28/24
 Date

[Signature]
 Admin/Principal Approval

8/28/24
 Date

Superintendent Approval

Date

Treasurer Approval

Date

For Office Use Only

Board Approval Date:

Name of Account:

Fund/SPCC