

**2018 – 2019 FUND RAISER/ACTIVITY REQUEST**  
**DAYTON SCHOOL DISTRICT NO. 8**

- Check all that apply:
- Fund Raiser
  - Activity Only
  - Kitchen Use Requested - I have informed kitchen personnel of my request
  - Transportation Requested

Grade School     Junior High School     High School     District

Organization/Group Name \_\_\_\_\_

Staff Member/Organization Member \_\_\_\_\_

Fund Raiser Purpose (use of proceeds) \_\_\_\_\_

Fund Raiser/Activity Description \_\_\_\_\_

Money to be deposited into:

Student Body Account (specify Club): \_\_\_\_\_  District Office     P.T.S.O.     Other

Activity Dates & Times \_\_\_\_\_

Number of Students Involved \_\_\_\_\_ Place of Activity \_\_\_\_\_

A copy of the communication (flyer, letter, etc.) that goes home to students/public is attached.  YES

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**JUNIOR HIGH/HIGH SCHOOL**

**TRANSPORTATION REQUEST/SUBSTITUTE INFORMATION    \*ATTACH A MAP QUEST SEARCH WITH ALL STOPS INCLUDED\***

Transportation:

Bus (max. 40)     First Student Activity Van (max. 15)     Red Van (max. 8)     Pick-Up (max. 5)

***First Student Transportation Rates for 2018-2019***  
*Buses - \$.65 per mile plus \$18.19 per hour (including travel time)*  
*Activity Van - \$1.04 per mile, Plus fuel costs from Shell receipts*

Approximate transportation cost: \$ \_\_\_\_\_ x \_\_\_\_\_ bus(es) = \$ \_\_\_\_\_. **\*Fill out worksheet on back\***

Load Time \_\_\_\_\_ Load Location \_\_\_\_\_

Return Time \_\_\_\_\_ Return Location \_\_\_\_\_

Substitute Needed:  All Day     Period \_\_\_ to \_\_\_     Internal Coverage (staff name) \_\_\_\_\_

Chaperones: \_\_\_\_\_

Will send list of students to office by (date) \_\_\_\_\_ (at least a week before activity)

**OFFICE USE ONLY**

Approved

Denied    Comments: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies furnished to:  District Office     Staff Member/Organization     Evening Custodian     Day Custodian     Other \_\_\_\_\_

Attendance Secretary     Food Service Manager     Copy of Kitchen Use Protocol provided (if applicable)

Original to binder.     Placed on calendars     Deposit Summary given to staff members     Transportation secured  
 Coverage arranged     Board approval requested

### Student Body Deposit/Cash Procedures

1. Document – Document - Document. Use a receipt to clarify information that may be helpful in maintaining an audit paper trail.
2. Complete a Summary for Deposits/Cash Received (see reverse) for student body account funds to be deposited.
3. For receipts of cash \$100 or more, two people must count and sign receipt. Keep one copy of receipt and give original receipt to payee.
4. Deposits with cash of \$300 must be deposited daily.
5. Deposits with checks and cash totaling \$500 must be deposited daily.
6. Deposits with checks and cash totaling under \$100 must be deposited weekly. Checks should not be held for more than a week.
7. Gate Cashboxes:
  - a. Two people must take the cashbox to safe; seal and initial if not counted that evening.
  - b. When cashbox is removed from safe, two people must count and sign summary form.
8. All receipts must be accounted for, including voids; note type of payment on receipt (cash or check #).
9. All receipts must be kept for three years following the school year issued.
10. All petty cash reimbursements must be dated and signed by person receiving cash.
11. The total funds collected for an activity must be deposited; reimbursement for purchase of additional supplies or materials must be made through petty cash or student body reimbursement procedures.
12. Reimbursement checks to an employee must be signed by two other authorized signers for that bank account; employees may not sign their own reimbursement check.

### FIELD TRIP COST WORKSHEET FOR BUSES

(Please Attach Map Quest which shows mileage and route)

**(ACTIVITY VANS: Cost per mile is \$1.04 per mile, plus fuel. No travel time charged, but you will be charged the cost to fuel vehicle from the Shell receipts. Please estimate fuel costs when filling out the Worksheet.)**

Field trip route (please indicate all stops):

	#of miles	
School _____ to _____	= <input style="width: 40px;" type="text"/>	}
_____ to _____	= <input style="width: 40px;" type="text"/>	
_____ to _____	= <input style="width: 40px;" type="text"/>	
		_____ Total round trip miles

Total round trip miles = \_\_\_\_\_ x \$.65 per mile =  (A)

Load time: \_\_\_\_\_ Arrival time back @ JH/HS: \_\_\_\_\_ Total Travel Hours = \_\_\_\_\_

Pre/Post trip travel = **1 hour** + Total Travel Hours = \_\_\_\_\_ x \$18.19 per hour =  (B)

A + B =  **TOTAL**