

**URBANA SCHOOL DISTRICT #116
REQUEST FOR NEW ACTIVITY ACCOUNT**

In order to establish a new club, organization or group, this form must be completed and sent to the Business Office. The Board of Education must approve the establishment and purpose of each student activity fund and convenience account. No meetings should be conducted or money collected until an activity receives proper approval.



SCHOOL UHS

NAME OF ACTIVITY OR GROUP Hall of Fame

STAFF MEMBER ADVISOR/SPONSOR Steve Waller

NUMBER OF STUDENT MEMBERS ANTICIPATED N/A

PURPOSE OF ACTIVITY/GROUP:
Fund annual Hall of Fame expenses

ANTICIPATED FUNDRAISING PROJECTS:
Fundraising letter

HOW FUNDS WILL BE UTILIZED:
pay for mailings, plaques, etc...

EXPLAIN HOW THIS ACTIVITY WILL BENEFIT STUDENTS:
N/A

APPROVALS:
STAFF MEMBER SUBMITTING Steve Waller DATE 9/11/15
BUILDING ADMINISTRATOR [Signature] DATE 9/11/15
BOARD APPROVED ON _____ DATE _____

Account # Assigned _____