

URBANA SCHOOL DISTRICT #116  
REQUEST FOR NEW ACTIVITY ACCOUNT

RECEIVED  
SEP 12 2016  
BUSINESS OFFICE

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 Urbana Middle School

NAME OF ACTIVITY OR GROUP UMS Flower Fund

STAFF MEMBER ADVISOR/SPONSOR Lynnsey Brownfield

NUMBER OF STUDENT MEMBERS ANTICIPATED N/A

PURPOSE OF ACTIVITY/GROUP:

ANTICIPATED FUNDRAISING PROJECTS:

Staff donations only.

HOW FUNDS WILL BE UTILIZED:

Flowers, gift cards and/or donations for staff who have had a baby or recently lost an immediate family member.

EXPLAIN HOW THIS ACTIVITY WILL BENEFIT STUDENTS:

APPROVALS:

STAFF MEMBER SUBMITTING \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING ADMINISTRATOR [Signature] \_\_\_\_\_ DATE \_\_\_\_\_

BOARD APPROVED ON \_\_\_\_\_ DATE \_\_\_\_\_

Account # Assigned \_\_\_\_\_

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SCHOOL UHS

NAME OF ACTIVITY OR GROUP Class of 2020

STAFF MEMBER ADVISOR/SPONSOR C-Thomas *CTF* X

NUMBER OF STUDENT MEMBERS ANTICIPATED Less than 500

PURPOSE OF ACTIVITY/GROUP:  
Student involvement activities

ANTICIPATED FUNDRAISING PROJECTS:

Various

HOW FUNDS WILL BE UTILIZED:

Student improvement, activities

EXPLAIN HOW THIS ACTIVITY WILL BENEFIT STUDENTS:

APPROVALS:

STAFF MEMBER SUBMITTING Barbara Lynn DATE 8/31/16

BUILDING ADMINISTRATOR [Signature] DATE 9/8/16

BOARD APPROVED ON \_\_\_\_\_ DATE \_\_\_\_\_

Account # Assigned \_\_\_\_\_