

## Student Activity Account Establishment

This form must be completed each time a club changes advisors or anytime a new club is formed.

Name of organization \_\_\_\_\_

Purpose of organization \_\_\_\_\_

Name of Advisor (print) \_\_\_\_\_

Name of Student Treasurer (print) \_\_\_\_\_

I, the advisor, have received a copy of the Student Activity Funds Management Policy and acknowledge responsibility for assuring that proper procedures are followed.

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Date signed

I, the building administrator, have received a copy of the Student Activity Funds Management Policy and acknowledge my responsibility for assuring the advisor is following procedures.

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date signed

I approve the establishment of the account for the \_\_\_\_\_ school year.

\_\_\_\_\_  
Finance Manager