## Stockton Unified School District Student Activities Index of Forms

Form Name:	Purpose/Use:
rom name:	Purpose/Use:

fairs, field trips, etc. Update calendar as new activities are approved. Fundraising authorization and approval form. Use for any revenue generating activity. Provide estimated totals prior to event and complete with actual result totals when activity is completed. Administrator must approve all fundraising on campus. Send forms via email to kelgenhus estimated totals prior to event and complete with actual result totals when activity is completed. Administrator must approve all fundraising on campus. Send forms via email to kelgenhus estimated totals prior to event and complete with actual totals in the kelgenhus estimated totals prior to event and complete with actual totals from sale.  Revenue Potential Log Number and log in all RPF forms for the year. Track status of fundraisers till completed and RPF has been submitted with actual totals from sale.  Used when funds are counted and turned in for deposit. Must include documentation to support source of revenue, i.e. receipts, tally sheets, ticket sales reports, etc. etc.  Support source of revenue, i.e. receipts, tally sheets, ticket sales reports, etc. etc.  Used or parent approval for student to participate in fundraiser. They are accepting responsibility for product received and funds collected by student.  Receipt Book Log "Always use SUSD 3-part receipt books in inventory and when checked in and out by staff, ~~SUSD 3 part Receipt books are ordered through Purchasing Stores Catalog.  Tally Sheet Form Tally Sheet Form Tally Sheet Form Tally Sheet by Student Used to track SUSD receipt books in inventory and when checked in and out by staff, ~~SUSD 3 part Receipt books are ordered through Purchasing Stores Catalog.  Used to track class/club fundraising by student. List product checked out and cash turned as documentation of revenue source for deposit Used to track class/club fundraising by student. List product checked out and cash turned as document source of revenue collected.  Student Store Daily Sales Log To record and reconcile daily Student Store sa	1	Activity Calendar	Use calendar at the beginning of each year to submit plans for fundraisers, assemblies, book
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