

# OSP Activity Setup Form

| Activity Information        |          |   |
|-----------------------------|----------|---|
| Field                       | Required | Additional Info                           |
| <b>Activity Name</b>        | Yes      | 31 character field                        |
|                             |          |   |
| <b>Activity Description</b> | No       | 100 characters field                      |
|                             |          |   |
| <b>Grade Level</b>          | Yes      | Values of K, 1st, 2nd – 12th, All, and NA |
|                             |          |   |
| <b>Course/ Class</b>        | No       | 31 character field                        |
|                             |          |   |
| <b>Price</b>                | Yes      | Dollar amount field, 2 decimal places     |
|                             |          |   |
| <b>Activity Date</b>        | No       | The date the Activity is to occur or NA   |
|                             |          |   |
| <b>Fund Account</b>         | Yes      | Leave blank if unknown                    |
|                             |          |   |

| Teacher/Sponsor Information |          |                 |
|-----------------------------|----------|-----------------|
| Field                       | Required | Additional Info |
| <b>Email</b>                | Yes      |                 |
| <b>Last Name</b>            | Yes      |                 |
| <b>First Name</b>           | Yes      |                 |

| Period Offered Online     |          |  |
|---------------------------|----------|--|
| Field                     | Required | Additional Info  |
| <b>Date to go Online</b>  | Yes      | Date field mm/dd/yyyy - Defaulted to the system date   |
|                           |          |  |
| <b>Date to go Offline</b> | Yes      | Date field mm/dd/yyyy - Activities are recommended to be setup each year, therefore should have an end date within the school year |
|                           |          |  |

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_