

Club Fee Collection Approval Form

Teacher: _____

School Year: _____

Club Sponsor: _____

Account Number/ Account Name

Amount PER Student Requested to Collect: \$ _____ APPROVED:

Requesting Teacher Date

Principal Date

** The Principal MUST approve this request prior to the collection of any athletic fees. A letter MUST be sent home to each parent notifying them of the amount and detailed use of the fee being collected. The items listed on this form must match the items listed on the parent letter.*

Club fees collected will be used for: Be Specific. The word "ETC" is NOT acceptable. The items listed here should match the items listed on the parent notification letter.

All funds must be deposited daily.

The teacher MUST maintain a copy of the following:

- A.) This form once signed by the Principal approving the fee collection
- B.) The letter sent home to parents notifying them of the amount and detailed use of fee collected
- C.) An accurate and complete roster of the students that have paid and that still owe fees
- D.) Yellow copies of School Deposit Receipts for their club account
- E.) Yellow copies of Request for Withdrawals for their account
- F.) Receipt books
- G.) Online Fee Collection Reports to support online fee collections

A list of students' that have not paid the fees MUST be submitted to the office at year end. All documentation must be maintained for five (5) years.

Acknowledgment:

Teacher's Signature Date

The teacher requesting to collect fees will be held accountable for their account, transactions, and financial documentation.