

# **BERRYESSA UNION SCHOOL DISTRICT**

## **GUIDE TO FUND-RAISING**

**Business Services  
August 2016**

## **ACKNOWLEDGEMENT**

The administration would like to thank the parents and staff who contributed their time and knowledge in making this guide a useful tool to be used by those involved in the fund-raising process.

# **A GUIDE TO RAISING FUNDS**

## **THE BERRYESSA WAY!**

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## OVERVIEW

Raising funds to augment the educational program for our students or to provide for enriching opportunities beyond the core instructional program is often necessary. Elementary instrumental music, science camp, and special field trips are just some of the reasons the schools, PTA's, parent booster groups and student body organizations need to go out and solicit additional funds.

The Berryessa Union School District supports these efforts to enhance the educational experience for our students. This guide will assist those involved in fund-raising to ensure all the requirements and processes are followed to comply with the complex rules of raising money for public school districts.

The Guide to Fund-Raising was first developed in 1999 after a group of representatives from the District Office and school sites came together to discuss issues, impacts, and solutions for fund-raising activities at our schools. The Guide was intended to be in an explicit "how-to" format with the same consistent procedures in place for all the schools to follow. On June 28, 2005 the Board of Trustees revised their Policy 1324 and the accompanying administrative guidelines. That policy governs the District's fund-raising activities and is reflected in this Guide to Fund-Raising.

**COMMUNITY RELATIONS****Fund-Raising Projects**

Fundraising projects should contribute to the educational experience and should not conflict with the school's educational program.

While the Board appreciates the funds donated by the community, it also believes that soliciting funds is not the main function of a school. Fundraisers carried out on whole or in part for the benefit of a school or the student body of a school shall be considered a request for a voluntary contribution. Such activities shall be conducted in a non-coercive manner that in no way embarrasses students, jeopardizes their safety, or disrupts the learning process in their classrooms. No students shall be barred from an activity because they did not participate in fundraising.

The governing board delegates authority to approve all fundraising events to the Superintendent or designee. No solicitation of funds shall be permitted without prior written approval.

Legal Reference:	<u>California Education Code</u>
	48932 Authorizing student body organizations to conduct fundraising events
	51520 Prohibited solicitations on school premises (except such nonpartisan, charitable organizations as approved by the Governing Board)
	51521 Unlawful solicitations of contributions or purchase of personal property for benefit of public school or student body; exception

Business & Professions Code

17510-17510.7 Solicitations

Code of Regulations, Title 8

11706 Dangerous activities and occupations

Penal Code

319 - 320.5 Lotteries and Raffles

Policy Adopted:	September 23, 1971
Revised Policy Adopted:	March 23, 1972
Revised Policy Adopted:	June 9, 1977
Revised Policy Adopted:	December 14, 1982
Revised Policy Adopted:	July 21, 1998
Revised Policy Adopted:	June 28, 2005

**Administrative Regulation****COMMUNITY RELATIONS****Fundraising Projects**

Fundraising activities conducted during the school day shall not interfere with the usual conduct of the school and shall involve a minimum of interference with classroom instruction.

Each principal must give careful consideration to the number and extent of fundraising activities so that the efforts do not become a burden or nuisance to students, staff, parents/guardians, or the community. Staff shall limit fundraising activities to the appropriate number and time periods designated by the principal.

Fundraising activities shall be conducted in a manner that does not jeopardize student safety. Door-to-door sales by students to conduct fundraising are not allowed without direct adult supervision.

Lotteries and other games of chance are considered forms of gambling; therefore such activities are not permitted as part of the fundraising activity. Raffles will only be permitted if it satisfies all of the following requirements,

- 1) It involves a general and indiscriminate distributing of tickets
- 2) The tickets are offered on the same terms and conditions as the tickets for which a donation is given
- 3) The scheme does not require any of the participants to pay for a chance to win

All fundraising activities must be approved by the Superintendent or designee at least 15 days before the activity. If the event involves a contract with a commercial vendor, the contract shall be reviewed and approved by the Superintendent or designee.

For all fundraising activities, the following must be submitted prior to approval,

- 1) A Request for Approval form
- 2) An initial Income Statement of Fundraising Activity form projecting the estimated revenue, expenses, and net profit
- 3) Copies of any advertisement used to promote the activity

The principal or designee shall ensure that letters are sent to parents/guardians regarding all fundraising activities. After the fundraiser is held, parents/guardians shall be told how much money was raised and how the money was spent. Parents/guardians shall be encouraged to offer their suggestions for the use of money raised to improve school facilities or to finance supplementary education

All funds raised shall be deposited in accordance with the business practices of the district. Each deposit shall have the corresponding fundraising approval number indicated on the deposit transmittal documents. A final Income Statement of Fundraising Activity form shall be submitted at the conclusion of the activity.

Individual awards or other incentives which identify donors/participants shall not be used. Schools may recognize groups or classrooms that have reached targeted fundraising goals.

Any assemblies or prizes given to students must be conducted and/or distributed during non-instructional time. Instructional time may not be used for fund-raising activities unless there is substantial educational value to those activities.

In keeping with the concept that school-sponsored activities should raise social awareness as well as funds, at least one of each school's yearly activities is recommended to be held for the benefit of a worthwhile humanitarian cause rather than to finance school trips or equipment.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school or school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

Approved: July 21, 1998

Revised: March 16, 1999

Revised: April 27, 2005

Revised: June 28, 2005



## HOW TO RAISE FUNDS IN BERRYESSA

- Fill out Request for Approval Form B-09

You need:

- Fund-Raiser Event

(Cookie Dough Sales, Donation Request, Movie Night Family Event, Web-based Fund-Raiser, etc.)

- A description of the project

(Selling items/food from a catalog, asking parents/community for donations, selling concessions during movie night event, requesting donations through a web-site fund-raising

- The starting and ending date

(Project specific-should not be more than two weeks)

- The time of day fund-raising will take place

(If the fund-raiser involves the sales of food during school hours, within 30 minutes before or after school, it must be approved by the Director of Child Nutrition Services (CNS). Nutrition facts for the size and flavors to be sold, must be included with request (BP 5030)).

- The name of the group requesting approval of the project

(This should be who is responsible for depositing the money - ASB, PTA, Playground Committee, etc.)

- Contact Person Name, Phone Number, & E-mail Address

(Whom can be contacted, if there are any questions)

- The amount of money expected to be raised

(This should be the same amount as your fund-raising goal from form Income Statement of Fund-Raising Activity form B-09.01)

- The purpose of the project

(Example: help offset the cost of science camp, help offset the cost of travel expenses for the music program, bus expenses for a field trip to the Tech Museum, supplies/equipment for classroom project)

- Income Statement

- Fill out Income Statement of Fund-Raising Activity Form B-09.01
- Fill out general information, except "Approval #". When approved, Business Services will assign a number and write it in
- Fill out the estimated section for Revenue
- Fill out and list all your anticipated expenses and estimated cost
- Fill out Income for Fund-raising Event estimate and estimated Net Income for Fund-raiser (enter this amount on form B-09 "Amount of funds expected to be raised")

- Copies of all advertisements

Copies used to promote the activity must accompany the request and include the following:

- Advertisement must match the request of the fund-raiser
- Description of the fund-raiser
- Duration of the fund-raiser (start and end dates)
- Group requesting the fund-raising project
- Amount of funds expected to be raised or a list of items being requested
- Purpose for the fund-raiser or what the items will be used for
- If awards/incentives/prizes will be offered, include the list and qualifications to earn the awards/incentives/prizes (monetary prizes/gift cards and/or raffle prizes are not allowed)
- When questions are anticipated, include a contact name and number, or e-mail address
- If web-based, include the statement you will be posting for your request

- Contracts

Any vendor contracts that are required between the school and a vendor before the fund-raising activity can begin must first go to the Business Office for approval. If the contract is between the PTA and vendor, then the District is not involved.

- W-9

It is required from the vendor if payment will be made by Business Services

- Signature of the person responsible for the fund-raising project
  - Signature of the Principal
  - Signature of CNS Director for sale of food items during the school day
  - Signature of the Superintendent or Designee
  - An approval number (assigned by the Business Office after approval is given)
- After all approvals and signatures have been gathered, and an approval number has been provided, you can begin your fund-raising activities during the period of time specified on the Request for Approval form.

- When the money is collected:
  - a. If the money is being collected and deposited into the PTA's bank account or other account NOT under the control of the District:
    - Complete form B-09.01 and submit a copy to site principal. Site principal sends a copy to Business Services Dept.
    - A report on the outcome of the Fund- Raising Project must be given to the students and parents through the school newsletter, or other school-wide publication. Must include how much money was raised and how the money was spent.
    - No further action is required.
  - b. If the money is being collected and deposited into the student body account:
    - The school makes the deposit and sends the paperwork to the Business Services Dept.
    - Complete form B-09.01 and submit a copy to site principal. Site principal sends a copy to Business Services Dept.
    - A report on the outcome of the Fund- Raising Project must be given to the students and parents through the school newsletter, or other school-wide publication. Must include how much money was raised and how the money was spent.

c. If the money is being collected and deposited into one of the accounts of the District (the school's discretionary account) then the following process is required:

- A pre-printed numbered receipt is required for any cash received with the name: "Berryessa Union School District" printed or stamped on the receipt.
- The money must be locked in a safe (either at the school or the District Office vault) until deposited in the bank.
- The money must be turned into the Business Office along with the Activity Collection Report within 5 days of the close of the fund-raising activity. It is not necessary to wait until the fund-raising event is over to deposit money. Funds can be deposited throughout the activity.
- All funds transmitted to the Business Office **MUST** have the approval number written on the Activity Collection Report.
- A Gift Acceptance form must accompany the final Activity Collection Report. The Gift Acceptance form records the fund-raising approval number, tells where to place the funds, (Example: playground equipment account, classroom supplies account, etc.) and states the purpose of the gift.
- Two people at the school site must count and verify all the money turned in.
- When turning in the money, separate all the currency (1's, 5's, etc.) and roll coins when there are enough. Be certain to write the school's name and the counter's initials on the wrapper.
- Loose coins should be separated in different zip lock bags (quarters, dimes, etc.)

- Make sure checks are signed and the amount written is correct.
- Any returned checks (Account Closed, NSF, etc.) will be charged back to the fund-raising event.

## 5. After the Fund-Raising Project ends:

### a. If the funds were not deposited with the District then:

- Complete form B-09.01 and submit a copy to site principal. Site principal sends a copy to Business Services Dept.

### b. If the funds were deposited with the District then:

- All original bills and invoices for expenses related to the project **MUST** be turned into the school for processing. A Purchase Order / Requisition must accompany all bills and invoices turned into the Business Office. Include a copy of the company's W-9.
- The Business Office will issue a check to pay each of the vendors after all paperwork is received.
- The Income Statement of Fund-Raising Activity form B-09.01 needs to be completed for the school's records and a copy sent to the Business Office.
- A report on the outcome of the Fund- Raising Project must be given to the students and parents through the school newsletter, or other school-wide publication. Must include how much money was raised and how the money was spent.

## **SOME BASIC RULES ABOUT FUND-RAISING**

1. Instructional time may NOT be used for non-instructional activities.
  - If the fund-raising project is related to an instructional activity, then an assembly may be held during the regular school day. (Example: Spelling Bees)
  - Walk-A-Thons are not allowed during school hours
  - If the fund-raising project is NOT related to an instructional activity, then an assembly must be held either before school, after school, or during the day where instructional minutes are not counted. (Example: assembly during lunch, assembly either before or after school on a shortened or minimum day). If there is any question whether an activity is instructional or not, the principal will make that determination.
2. Individual awards which identify donors or participants shall not be used.



3. No student shall be required to raise money or be barred from an activity because that student did not participate in the fund- raising project.
4. All selling or soliciting activities must be approved at least 15 days before the fund- raising activity is to begin or letters/ announcements are sent home.
5. In order to minimize interruptions to instruction, the principal shall decide how many fund-raising events may take place at the school during the year.
6. The principal shall ensure that letters are sent to parents / guardians regarding ALL fund-raising activities.
7. All fund-raising projects must be conducted within 10 school days. Any activities scheduled to go longer must have special approval by the Superintendent or Designee.

8. Students making solicitations are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome may be.
9. It must be clearly communicated that all fund-raising activities are VOLUNTARY activities.
10. Recognition may be given to groups or classrooms that have reached targeted fund-raising goals.
11. When food is sold to raise funds, you must follow the guidelines as stated in Board Policy 5030 - Student Wellness.

## STUDENT AWARDS / INCENTIVES / PRIZES

1. Individual recognition such as awards/incentives/prizes *MAY* be given to students for Academic Achievement. (Example: Winners of the Spelling Bee, being the top Geography Guru)
2. Awards/incentives/prizes may be given to students for reaching a previously established targeted goal. (Example: students selling \$100 worth of magazine subscriptions may receive a T-shirt; those who sell \$200 may receive a T-shirt and CD). Money and/or gift cards are not appropriate to be used as a prize/award/or incentive.
3. Awards/incentives/prizes may be given to the entire class that achieved a targeted goal. (Example: Healthy snacks provided after lunch for the class that brought in the most pennies)
4. Any awards/incentives/prizes given to individual students for non-instructional fund-raising efforts must be given discretely, either before or after school.
5. Monetary prizes/gift cards and/or raffle prizes are not considered to be appropriate awards/incentives and or prizes

# FORMS

# BERRYESSA UNION SCHOOL DISTRICT

B-09

## FUND-RAISING PROJECT ----- REQUEST FOR APPROVAL

School: \_\_\_\_\_ Date: \_\_\_\_\_

Fund-Raiser Event: \_\_\_\_\_

Description of fund-raising project: \_\_\_\_\_  
\_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Group requesting approval of fund-raising project: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

Amount of funds expected to be raised: \_\_\_\_\_

Purpose of fund-raising project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- No solicitation of funds shall be permitted without prior written approval.
- All fund-raising activities must be approved by the Superintendent or designee at least 15 days before the activity.
- No food shall be sold during school hours. (Hours of sales must end ½ hour before school starts or begin ½ hour after school ends)
- Door-to-door sales by students to conduct fund-raising are not allowed without direct adult supervision.
- No students shall be barred from an activity because they did not participate in fund-raising.

**All items below, must be attached if they apply:**

- |                              |                             |   |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Initial "Income Statement of Fund-Raising Activity" form projecting the estimated revenue, expenses, and net profit.                            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | • Copies of any advertisement used to promote the activity must attached.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | • If a staff member is provided a contract by a commercial vendor (the contract must be reviewed and approved by the Superintendent or designee). |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | • If an invoice will have to be paid through Business Services, include a W-9 form.   |

\_\_\_\_\_  
Signature of individual responsible for Fund-Raising Project Date

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_ Director of Child Nutrition \_\_\_\_\_ Date \_\_\_\_\_

Superintendent/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Approved:  Yes  No     Approval Number: \_\_\_\_\_     Date: \_\_\_\_\_

Board Policy 1324 Rev. 06/28/05

# BERRYESSA UNION SCHOOL DISTRICT

## Income Statement of Fund-Raising Activity

B-09.01

**I. General Information**

A. Fundraising Event \_\_\_\_\_ School \_\_\_\_\_

B. Dates(s) of Event \_\_\_\_\_ Approval # \_\_\_\_\_

**II. Revenue**

	<b>Estimated</b>	<b>Actual</b>
A. Number of items/units available per invoice	_____	_____
B. Less items/units not available	_____	_____
C. Total items/units available for sale (A – B )	_____	_____
D. Selling price per item/unit	_____	_____
E. Anticipated revenue (C x D)	_____	_____
F. Actual revenue collected	_____	_____
G. Cash overage (shortage) E minus F	_____	_____
H. Explanation of difference (G)	_____	_____

**III. Expenses**

List all expenses associated with this fundraising event:

**Items Purchased**

	<b>Estimated</b>	<b>Actual</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Expenses</b>	_____	_____

**IV. Income for Fundraising Event**

	<b>Estimated</b>	<b>Actual</b>
Total Revenue (Section II Line F)	_____	_____
Less Total Expenses (Section III)	_____	_____
<b>Net Income for Fundraiser</b>	=====	=====

**Instructions:**

1. An initial copy of this form must be submitted with the "Fund-Raising Project – Request for Approval, B-09", 15 days prior to start of fund-raiser.
2. A final copy of this form, B-09.01 (showing actual expenses) must be submitted with the "Acceptance of Gift, B-02" (showing the fund-raising approval number) and the "Activity Collection Report..., F-03" form with money/checks collected within 10 days of end of fund-raiser.
3. If money will not be deposited through the district office, a final copy of this form, B-09.01 must be submitted with a copy of deposit slip.

## BERRYESSA UNION SCHOOL DISTRICT

### Activity Collection Report Coin and Currency Count

School Name

Counted By

Verified By

Date

Number times Value equals Amount	NUMBER	VALUE	AMOUNT	
			Dollars	Cents

**LOOSE COIN**

Pennies		0.01	0.00	
Nickels		0.05	0.00	
Dimes		0.10	0.00	
Quarters		0.25	0.00	
Half Dollars		0.50	0.00	
Dollars		1.00	0.00	

**ROLLED COIN**

Pennies		0.50	0.00	
Nickels		2.00	0.00	
Dimes		5.00	0.00	
Quarters		10.00	0.00	

**TOTAL COIN**

			<b>\$0.00</b>	
--	--	--	---------------	--

**CURRENCY**

Ones		1.00	0.00	
Twos		2.00	0.00	
Fives		5.00	0.00	
Tens		10.00	0.00	
Twenties		20.00	0.00	
Fifties		50.00	0.00	
Hundreds		100.00	0.00	

**TOTAL CURRENCY**

			<b>\$0.00</b>	
--	--	--	---------------	--

**TOTAL CASH**

			<b>\$0.00</b>	
--	--	--	---------------	--

**TOTAL CHECKS** - attach adding tape or list checks on separate sheet

--	--	--	--	--

**GRAND TOTAL**

			<b>\$0.00</b>	
--	--	--	---------------	--

# ACCEPTANCE OF GIFT REQUEST

Instructions for Community/Parents:		
<ul style="list-style-type: none"> <li>• Complete first three rows and as much as you can of all others, that apply</li> <li>• Submit your gift to the school or site staff and attach with this form</li> </ul>		
Instructions for Staff:		
<p><b>For Office/Classroom Supplies:</b></p> <ul style="list-style-type: none"> <li>• Complete all sections that apply</li> </ul> <p><b>For Computer/software Supplies:</b></p> <ul style="list-style-type: none"> <li>• Submit completed form to the Tech. Services</li> <li>• <b>Do not</b> accept a computer, unless it has been approved by Tech. Services</li> <li>• Once approved, donor may drop off donation at the school</li> </ul>	<p><b>For Cash:</b></p> <ul style="list-style-type: none"> <li>• Cash Count Slip must be submitted with all cash</li> <li>• Cash under \$100, you must hand carry to business</li> <li>• Cash over \$100, you must schedule an appointment with Accounts Receivable</li> </ul> <p><b>For Checks:</b></p> <ul style="list-style-type: none"> <li>• A copy of all checks must be submitted</li> </ul>	
<b>School / Site:</b>	<b>Date:</b>	<b>For Business Use Only</b>
<b>Donor Name:</b>	DC # _____	
<b>Donor Address/City/State/Zip Code:</b>	Cash Amount: \$ _____	
<b>General Description of Gift:</b>	Check Amount \$ _____	
<b>What is the purpose of the gift:</b>	Total Amount \$ _____	
Condition: New <input type="checkbox"/> Used <input type="checkbox"/>	Model No. _____	Deposited To Account No.:
<b>Account No.</b>		
<b>Value (est.): \$</b>	If item/equipment gift is valued \$500 or more, item must be tagged as a fixed asset; If gift is a grant over \$5,000, it must be approved by the Board of Trustees.	
Is this a result of a fundraiser? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, enter approval no. _____	
Is letter required for donation tax purposes? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide donor with a "Thank You" letter for their donation.	
Gift purchased through District Purchasing? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach a copy of the purchase order		
<b>Installation and Operation:</b> (If answer to A is Yes, answer B, C, & D)		
a. Will gift require installation? Yes <input type="checkbox"/> No <input type="checkbox"/> b. Will donor pay installation cost? Yes <input type="checkbox"/> No <input type="checkbox"/>		
c. What type of installation is required?		
d. Will there be operating costs? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Computer Donation Minimum Standards*		
<b>Windows PC or Apple Computers</b>		
• Intel Core 2 Duo or faster processor Yes <input type="checkbox"/> No <input type="checkbox"/>	• Less than 4 years old, complete working order Yes <input type="checkbox"/> No <input type="checkbox"/>	
• 150 GB hard drive Yes <input type="checkbox"/> No <input type="checkbox"/>	• 4GB RAM Yes <input type="checkbox"/> No <input type="checkbox"/>	
• 100/1000 network card Yes <input type="checkbox"/> No <input type="checkbox"/>	• CD/DVD drive Yes <input type="checkbox"/> No <input type="checkbox"/>	
• All system and driver software included Yes <input type="checkbox"/> No <input type="checkbox"/>	• Windows 7 (PC) / OS 10.6.8 (Apple) or later Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Chromebooks (Acer Preferred)</b>		
• Less than 3 years old, complete working order Yes <input type="checkbox"/> No <input type="checkbox"/>		
• 2 GB RAM or greater Yes <input type="checkbox"/> No <input type="checkbox"/>		
• 16 GB flash storage or greater Yes <input type="checkbox"/> No <input type="checkbox"/>		
• Google Management License Included Yes <input type="checkbox"/> No <input type="checkbox"/> If no, site must purchase license at cost of approximately \$30.		
*To ensure that schools can benefit from donated equipment, it is important for all school sites and donors to follow the district's minimum standards on computer donations. For additional information regarding minimum standards for printers, please see the Business Manual – Technology Section.		
<b>Software and Licensing:</b> All software installed on donated computers must be legally licensed. If no license(s) is provided, the software must be removed from the computer before a donation will be accepted. If there is no license provided for the operating system the site receiving the donation will be charged for the purchase of software license and other resources required to meet district standards. Due to the amount of work required to re-configure donated computers for school use, only donations of ten (10) or more identical computers will be accepted.		
Software Installed: _____	License included? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Acceptance requested by:</b> _____ <div style="text-align: center; font-size: x-small;">Authorized Signature of Site Administrator</div>		
<b>For Business Use Only:</b>		
<b>RECOMMENDATION:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	<b>Action By Board of Trustees:</b>	
By: _____	Date: <input type="checkbox"/> Disapproved <input type="checkbox"/>	
Date: _____	Approved <input type="checkbox"/>	