

Activity Fund Clerk Agenda #1 – September 15, 2021

10:00 am Getting Started – OISBF Host

- Intro - Knowing Board Policy

10:05 – 11:05 Duties – (1 point)

- An overview of Activity Fund Clerk
 - Receipts Deposits PO's
 - OCAS codes
 - Sanctioning
 - Concessions
 - Source – Use of Funds approvals
- Questions & Answers

11:10 – 12:10 Setting up Your Calendar – (1 point)

Know Your Deadlines

- ✓ To Do's
 - What to do first?
 - What comes next?
- Questions & Answers

Activity Fund Clerk Agenda #2 – October 20, 2021

1:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

1:05 – 2:05 OCAS Codes – Deeper Dive – (1 point)

- Communicating with sites
- Questions & Answers

2:10 – 3:10 Setting up Officials and Vendors – (1 point)

- Officials and Vendors
- OSSAA Certification
- W9
- Declaration

- Liability Insurance/Bonding
- Closing out first semester
- Ordered received payments made
- Questions & Answers

Activity Fund Clerk Agenda #3 – November 17, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Auditing Site Procedures - (1 point)

- Frequency
- Procedures
- What to look for
- Questions & Answers

Activity Fund Clerk Agenda #4 – December 15, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 – Donations, Fund Raisers Etc. - (1 point)

- Sanctioning Booster Clubs
- Closing out first semester
 - Ordered received payments made
- Questions & Answers

Activity Fund Clerk Agenda #5 – January 19, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Sporting Events - (1 point)

- OSSAA Pay Schedule
- Concession
- Transportation
- Questions & Answers

Activity Fund Clerk Agenda #6 – February 16, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Field Trips – (1 point)

- Vendor Entry Fees
- Transportation
- Money from Parents (if applicable)
- Questions & Answers

Activity Fund Clerk Agenda #7 – March 9, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Reporting – (1 point)

- Board Report
 - New Activities new fund raisers
 - Source
 - Use of Funds
 - Donations
- Questions & Answers

Activity Fund Clerk Agenda #8 – April 20, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Best Practices: End of the Year Tasks – (1 point)

- Closing out budgets and PO's
- Auditing school activity funds
- Making sure all officials are paid
- Making sure all items received and paid
- Sanctioning Booster Clubs
- Questions & Answers

Activity Fund Clerk Agenda #9 – May 18, 2022

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 New Year Tasks before the end of the year – (1 point)

- Teacher fund raiser forms for next school year
- Teacher supply list to principal for next school year
- Fund Raiser Forms completed by teacher and turned in for the next year
- Classroom inventory
- Sanctioning Booster Clubs
- Questions & Answers