

UPDATED 10/6/2020

Activity Fund Clerk Agenda #1 – September 29, 2020

10:00 am Getting Started – OISBF Host

- Intro - Knowing Board Policy

10:05 – 11:05 Duties (1 point)

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

- Questions & Answers

Activity Fund Clerk Agenda #2 – October 13 14, 2020

~~1:00~~ 10:00 am Getting Started – OISBF Host;

Intro – Tips and Tricks

~~1:05~~ 10:05 – 1:05 11:05 OCAS Codes – Deeper Dive (1 point)

- Questions & Answers

~~2:10~~ 11:10 – ~~2:10~~ 12:10 Setting up Officials and Vendors (1 point)

- Questions & Answers

Activity Fund Clerk Agenda #3 – November 18, 2020

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 COVID-19

- Questions & Answers

Activity Fund Clerk Agenda #4 – December 9, 2020

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Donations, Fund Raisers Donors Choose (1 point)

- Questions & Answers

Activity Fund Clerk Agenda #5 – January 13, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

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

- Questions & Answers

Activity Fund Clerk Agenda #6 – February 10, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

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

- Questions & Answers

Activity Fund Clerk Agenda #7 – March 10, 2021

11:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

11:05 to 12:05 Reporting (1 point)

- Questions & Answers

Activity Fund Clerk Agenda #8 – April 14, 2021

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)

- Questions & Answers

Activity Fund Clerk Agenda #9 – May 12, 2021

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)

- Questions & Answers