

## **Activity Fund Clerk Agenda #1 – September 29, 2020**

10:00 am Getting Started – OISBF Host

- Intro - Knowing Board Policy

10:05 – 11:05 Duties

- Questions & Answers

11:10 – 12:10 Setting up Your Calendar

- Questions & Answers

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

10:00 am Getting Started – OISBF Host

Intro – Tips and Tricks

10:05 – 11:05 OCAS Codes – Deeper Dive

11:10 – 12:10 Setting up Officials and Vendors

- 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

- 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

- 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

- 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

- 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

- 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

- Questions & Answers