

Activity Fund Clerk Agenda #1 – September 20, 2023

10:00 am Getting Started – OISBF Host

- Intro - Knowing Board Policy

10:05 – 11:05 – Duties

- 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

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

Activity Fund Clerk Agenda #2 – October 20, 2023

10:00 pm Getting Started – OISBF Host

- Intro – Tips and Tricks

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

- Communicating with sites
- Questions & Answers

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

- 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 8, 2023

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – Auditing Site Procedures

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

Activity Fund Clerk Agenda #4 – December 13, 2023

9:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

9:05 to 10:05 – Sanctioning

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

Activity Fund Clerk Agenda #5 – January 24, 2024

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – Sporting Events

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

Activity Fund Clerk Agenda #6 – February 14, 2024

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – Field Trips

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

Activity Fund Clerk Agenda #7 – March 13, 2024

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – Reporting

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

Activity Fund Clerk Agenda #8 – April 17, 2024

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – Best Practices: End of the Year Tasks

- Teacher supply list to principal for next school year
- Fund Raiser Forms completed by teacher and turned in for the next year
- Classroom inventory
- Closing out budgets and PO's
- Auditing school activity funds
- Making sure all officials are paid
- Making sure all items received and paid
- Questions & Answers

Activity Fund Clerk Agenda #9 – May 15, 2024

10:00 am Getting Started – OISBF Host

- Intro – Tips and Tricks

10:05 to 11:05 – New Year Tasks before the end of the year –

- Crowdfunding
- Questions & Answers