

F-9

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Kawameeh

Date: 06/12/18

DEPARTMENT: Yearbook Account: #26

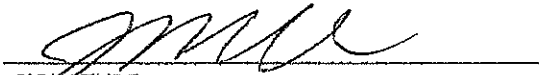
VENDOR: Jostens Amount: \$2,827.45

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Remainder due for yearbook sales.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Jason Malanda

NAME



SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date



INVOICE

Please Pay From This Invoice

Remit To:
Jostens
21336 NETWORK PLACE
CHICAGO IL 60673-1213

Ship To: No. 1056262 KAWAMEEH MIDDLE SCHOOL 490 DAVID TERRACE UNION NJ 07083		Sold To: No. 1056262 KAWAMEEH MIDDLE SCHOOL 490 DAVID TERRACE UNION NJ 07083		Invoice # 1136194	Date 04-JUN-2018	Page 1 of 1
				Terms NET 30	Job Number 17353	Job Year 2018
Bill To:		No. 1056262		Customer PO Number		
KAWAMEEH MIDDLE SCHOOL YEARBOOK 490 DAVID TERRACE UNION NJ 07083 ATTN: Amanda Maxwell		Revised Date		Sales Agent		Agent #
		ORIGINAL		BONNIE BLACKMAN		0980
		FOB Shipping Point		Scheduled Delivery		Copies
				01-JUN-2018		195 72
				For Customer Service Call 800-322-9725		
Line #	Description	Sell Price				
1	REFLECTIONS PROGRAM	.00				
2	8 1/2 X 11, 72 PAGES FULL COLOR, 125 COPIES	4,458.00				
3	70 ADDITIONAL COPIES @ \$29	2,030.00				
4	15 OVERRUN COPIES	400.20				
5	IN THE EVENT THAT YOU DO NOT SELL OR USE YOUR OVERRUN COPIES, PLEASE E-MAIL OR CALL YOUR PLANT CONSULTANT FOR CREDIT WITHIN 60 DAYS OF YOUR INVOICE DATE WITH THE NUMBER OF OVERRUNS YOU WERE UNABLE TO SELL OR USE.	.00				
6	FULL COVER SCHOOL DESIGN COVER	INCLUDED				
7	CREATIVE ART TIME FOR CUSTOM ART SET-UP	400.00				
8	80# GLOSS PAPER STOCK	INCLUDED				
9	TRANSCOLOR BRIGHT YELLOW ENDSHEETS	INCLUDED				
10	195 FLASHBAX/WHAT'S UP INSERT @ \$1.29	251.55				
11	195 EIGHT PAGE COLOR AUTOGRAPH SECTIONS	INCLUDED				
12	29 SIGNATURE PACKAGES @ \$10	290.00				
13	69 PERSONALIZATION @ \$5	345.00				
14	72 ICONS @ \$2	144.00				
15	CREDIT FOR PACKAGE PERSONALIZATION	-140.00				
16	8 EIGHT PAGE UNBOUND AUTOGRAPH SECTIONS @ \$1.25	5.00				
17	9 CLEAR PLASTIC COVERS @ \$1.30	11.70				
18	TOTAL DEPOSIT PAYMENTS SUBMITTED BY SCHOOL	-5,490.00				
19	NET DEPOSIT BALANCE	-5,490.00				
Total Charges		Shipping & Handling	Total Tax	Subtotal	Total Credits/Adjustments	Total Deposits/Payments
+		+	+	+	(-)	(-)
8,195.45		122.00	0.00	8,317.45	0.00	-5,490.00
						Please Pay This Amount 2,827.45

Please Detach and Return This Portion With Your Payment. Thank You For Your Order.

Customer PO Number	Customer Number	Invoice Number	Invoice Date	Amount	Payment
	1056262	1136194	04-JUN-2018	2,827.45	

Remit To: Jostens
21336 NETWORK PLACE
CHICAGO IL 60673-1213

KAWAMEEH MIDDLE SCHOOL
YEARBOOK
490 DAVID TERRACE
UNION NJ 07083

Cappiello, Diane

From: Alyssa Melillo <amelillo@twpunionschools.org>
Sent: Thursday, June 21, 2018 8:22 AM
To: Cappiello, Diane
Subject: Agenda Item
Attachments: Jostens Final Payment.pdf

Good morning,

Attached is the Exhibit B for Josten's final payment. The company is aware they will not get their check for a couple months.

Thanks,

Alyssa Melillo

*Email Disclaimer: The information contained in or accompanying this e-mail is for the sole use of the intended recipient and may contain information that is confidential and/or privileged. If the reader is not the intended recipient, you are hereby notified that any dissemination, distribution, disclosure or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete this e-mail from your system. Any views or opinions presented are solely those of the author and do not necessarily represent those of the Township of Union Board of Education. Please be aware that no electronic communication using equipment or services belonging to the Township of Union Board of Education is considered private. All communications created using this equipment or service is the property of the Township of Union Board of Education. The Township of Union Board of Education reserves the right to copy, archive and retain all communications as required by Federal Law.

F-9

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL : Union High Date: 6/29/2018

DEPARTMENT: Athletics: *Hall of Fame* Account: 3202

VENDOR: Nixon Company. Amount: \$4000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be used for Varsity Banners and Alumni Banners to be put in the gym honoring 2017 inductees. WE were approved for Cabana Banners, but we are using a less expensive Company.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta- Director of Athletics

NAME



SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date: _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: UHS Date: 7/9/18

DEPARTMENT: SENIOR PROM Account:

VENDOR: Twp of Union Amount: \$1638.74

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Police security
for Senior Prom & Project Graduation
(Officer Logudice 1/2 Officer Sangster)

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Coney Lowery
NAME
[Signature]
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator Date

DATE 6/22/18

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 1,500 max to the order of NJ Key club

and charge the account of Key club Acct. No. 46

Purpose: Payment for Fall Rally Registration.

Key club
Club or Activity

[Signature]
Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature] Date 7/19/18
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00 .

SCHOOL: UHS

Date: 6/19/18

DEPARTMENT: Key Club Account: 46

VENDOR: NJ. Key Club Amount: 1500 max

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): _____

Payment for Fall Rally Registration
(information for upcoming service events & initiatives for 2018-19)

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Corey Lowery
NAME

[Signature]
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date

KEY CLUB®

Fall Rally Registration Packet 2018
New Jersey District

Dear New Jersey Key Club Officers and Advisors,

It gives me great pleasure to invite you all to the largest annual gathering of Key Clubbers within the New Jersey District, Fall Rally, on Sunday October 7th, 2018. This is an amazing opportunity to meet Key Clubbers from around the state and have a phenomenal day full of fun! It has taken many of your board members innumerable hours and an unparalleled effort to build upon the successes of previous years to make this year's Fall Rally the best yet. During the energetic morning session you will learn more about our District Project, meet the District Board, and become inspired by our Keynote Speaker **STEPHEN GANDLEY, Past Kiwanis District Governor and Key Club Zone Administrator**. Key Clubbers will also compete by division to win the coveted spirit stick. After the quick, informative, and inspirational morning session, Key Clubbers and Advisors will have the opportunity to enjoy everything Six Flags Great Adventure and Fright Fest has to offer. **Please remember to bring canned or non-perishable food with you to donate to our District Project, Hunger in New Jersey on October 7th!**

The Early Registration cost for attending Fall Rally is **\$40** for non-Season Pass holders and **\$7** for Season Pass holders. Clubs who register early will receive a free bus parking pass, upon request. Please remember that the Early Registration Form (page 5) must be **postmarked** by **September 28th, 2018**. I urge all advisors to send in the early registration form to make the process easier for everyone. All registration forms and payment for Early Registration and luncheons should be mailed to:

New Jersey Key Club
c/o Kaitlin McCann
83 Harrop Place
Ewing, NJ 08618

Once the registration has been processed, a receipt will be issued. If you have missed the deadline for Early Registration, an On-Site Registration form can be found on page 7. On-Site Registration is **\$45**, and **both the form and payment must be brought to Six Flags on the morning of Fall Rally.**

Buses are asked to arrive **between 7:30 A.M. and 8:30 A.M. on October 7th** and park in the bus parking area. Key Clubbers will then proceed to the Main Gate area. One representative from each club and the advisor (if present) must pick up their club's tickets at the tables marked "EARLY REGISTRATION." On-Site registrants must report to the On-Site Registration Booths to submit their On-Site Registration form and payment. **Registration will be open between 7:30 am and 9:15 am.** If a club arrives after 9:15 am and has not registered early, they must report to the park gates and pay the park's full price of admission.

This year, as in the past, the **Advisor/Chaperone Luncheon** is available! Information for the Advisor/Chaperone luncheon can be found on page 5 of this packet. For more information concerning the free luncheon tickets for advisors, please see the chart on page 5.

We hope to build upon previous year's successes, and we ask that you help us exceed the goal of **3,000+** attendees once again this year and experience the largest Fall Rally the New Jersey District has ever seen!

If you have any questions or concerns regarding Fall Rally, please do not hesitate to contact me in anyway as listed above. More information regarding the registration process, schedule of the day, and luncheon information can be found on page 4 of this packet. You will "searching" for a mystery at Fall Rally, so keep your eyes peeled!

Alexis Faison
Fall Rally Registration Chairperson

KEY CLUB®

Fall Rally Registration Packet 2018
New Jersey District

Registration Information & Schedule of the Day

Ticket Information

Ticket Prices:

\$40.00 - Early Registration (September 28th Postmark Date)

\$45.00 - On-Site Registration

\$7.00 - Season-Pass Holding Attendees

Complimentary - 1 Advisor/Chaperone Ticket per club

All Club Members, Chaperones, and Advisors must register to be admitted into the Park!

Schedule of Events

7:30 AM	Main Gate on Route 537 opens and Registration Opens
8:00 AM	Park Gates Open to Key Club Members
9:30 AM	Fall Rally Begins
11:00 AM	Rides and Park Opens
11:30 AM – 1:30 PM	Advisor and Chaperone Luncheon

Advisor and Chaperone Luncheon

11:30 AM – 1:30 PM – Each club will receive complimentary Advisor and Chaperone Luncheon based upon number of Total Early-Registrations.

<u>Total Early Registration Number</u>	<u>Total Number of Complimentary Adult Meal Tickets</u>
3-9	1
10-19	2
20-29	3
30-39	4
40 or More	5

**Additional tickets are available for any other Advisors or Chaperones for \$20.00*

Bus Passes

Any School bringing 20 or more members will receive a complimentary bus pass mailed to them prior to Fall Rally. Please include the correct mailing address on the registration form if you need a bus.

KEY CLUB®

Fall Rally Registration Packet 2018
New Jersey District

ON-SITE REGISTRATION FORM
BRING THIS FORM THE DAY OF FALL RALLY TO REGISTER ON-SITE
****DO NOT MAIL THIS FORM****

CONTACT INFORMATION

School Name: _____

Contact Person: (Club President or Advisor) _____

Phone Number: _____

E-Mail Address: _____

Receipts will be sent via e-mail to above e-mail address

REGISTRATION INFORMATION

Number of Regular Tickets _____ at \$45.00 per person = \$ _____

Number of Season Pass Holders _____ at \$7.00 per person = \$ _____

TOTAL NUMBER OF ATTENDEES: _____

TOTAL AMOUNT DUE: \$ _____

ALL CHECKS TO BE MADE PAYABLE TO: "NEW JERSEY KEY CLUB"

DO NOT MAIL THIS FORM

**This form will be collected and processed at the ON-SITE REGISTRATION
table on the day of Fall Rally, October 7th.**

***No luncheon options or free tickets are
offered with On-Site registration**

COMPLETE SECTION I ONLY

DATE 6/19/18

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

(Att. NJAES)

Pay \$ max \$2,700.⁰⁰ to the order of ~~UNION HIGH SCHOOL~~ Key Club International

and charge the account of key club Acct. No. 46.

Purpose: key club dues

[Signature]

Club or Activity

key club.

Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature]
Principal - Signature

Date 7/9/18

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00 .

SCHOOL: UHS Date: 6/9/18

DEPARTMENT: key club Account: 46.

VENDOR: key club international Amount: max \$2,700.⁰⁰

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): _____
key club dues.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Corey Lowery
NAME
[Signature]
SIGNATURE

Per the Student Organization Funds -- Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator Date

DUES.

\$13.50

International: **\$7.00**

District: **\$6.50**

Early Bird: November 1st
Regular: December 1st

Increase of Dues for the 2016-2017 Service

NEW JERSEY KEY CLUB INTERNATIONAL

IN THE PAST, DUES WERE \$12.50, WITH \$7.00 GOING TO INTERNATIONAL, AND \$5.50 GOING TO THE DISTRICT. OF THAT \$5.50, 50 CENTS WENT TOWARDS DCON. NOW HOWEVER, WITH EXPENSES GOING UP, IT WAS DECIDED AT HOUSE OF DELEGATES DURING DCON THAT THE DISTRICT WILL CHARGE **\$6.50**, WITH \$1.50 GOING TOWARDS DCON, SO THE MINIMUM CHARGE FOR DUES IS **\$13.50** BUT IF CLUBS WANT TO NURTURE THEIR TREASURY AND CHARGE MORE THE MOST THEY CAN CHARGE IS **\$18.50**. *We are charging \$14.00*

PLEASE CONTACT YOUR LTC OR DISTRICT TREASURER CIARA CLARKIN
FOR MORE INFORMATION.

DUES.

\$13.50

International: **\$7.00**

District: **\$6.50**

Early Bird: November 1st
Regular: December 1st

Increase of Dues for the 2016-2017 Service

NEW JERSEY KEY CLUB INTERNATIONAL

IN THE PAST, DUES WERE \$12.50, WITH \$7.00 GOING TO INTERNATIONAL AND \$5.50 GOING TO THE DISTRICT. OF THAT \$5.50, 50 CENTS WENT TOWARDS DCON. NOW HOWEVER, WITH EXPENSES GOING UP IT WAS DECIDED AT HOUSE OF DELEGATES DURING DCON THAT THE DISTRICT WILL CHARGE **\$6.50**, WITH \$1.50 GOING TOWARDS DCON. SO THE MINIMUM CHARGE FOR DUES IS **\$13.50** BUT IF CLUBS WANT TO NURTURE THEIR TREASURY AND CHARGE MORE THE MOST THEY CAN CHARGE IS **\$18.50**. We are charging **\$14.00**

PLEASE CONTACT YOUR LTC OR DISTRICT TREASURER CIARA CLARKIN FOR MORE INFORMATION.

COMPLETE SECTION I ONLY

DATE 7/5/18

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Not to exceed
Pay \$ 6,000.00 to the order of Omni Cheer

and charge the account of Cheerleading (UHS) Acct. No. _____

Purpose: Cheerleaders package items (warm-up, sneakers, brief, etc.)

Cheerleading
Club or Activity

Rhonda Wright
Faculty Adviser Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature]
Principal - Signature

Date _____

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 7/5/18

DEPARTMENT: Cheerleading Account: _____

VENDOR: Omni Cheer Amount: Not to exceed \$6,000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Cheerleaders package
Items (warm-ups, sneakers, briefs, etc.)

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Corey Lowery
NAME

[Signature]
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date

2018 - 2019 UHS Cheerleading Package Items

Note: All UHS newcomer cheerleaders are required to purchase the entire cheer package listed below

- Sneakers:** Chassé Apex Shoe (Item #: S1702) \$25.95 (33) = \$ 856.35
- Spanx (2):** Chassé® Metallic Boy-Cut Brief (Item #: BR200M Gold) \$12.75 (16) = \$ 204
Chassé® Boy-Cut Brief (Item #: BR200 Maroon) \$6.50 (33) = \$ 214.5
- Bodysuit:** Chassé Cropped Bodysuit (Item #: BR400 White) \$12.95
- Bows (2):** Chassé Tinsel Performance Hair Bow (Item #: AC364) \$5.50 (33) = \$ 181.5
Chassé® Jumbo 3-Color Hair Bow (Item #: AC338) \$5.50 (33) = \$ 181.5
- Socks (2):** Chassé Cheer Extreme Anklet (Item #: IS181 Maroon) \$3.25 (33) = \$ 107.25
Chassé Hearts Anklet (Item #: IS142 Maroon) \$2.95 (33) = \$ 97.35
- Practice Package:** (2-Day Pack) \$33.40 (33) = \$ 1,102.2
- (2) Practice Shorts: Chassé Practice Knit Short (Item #: 61SH Black & Maroon)
- (2) Practice Shirts: Nothin' But a Cheer Thang Tank (Item #: M1703A)
Cheer Vibes Only Tank (Item #: M1717A)
- Custom Warm-up: \$92.90**
- Chassé Performance VIP Jacket (Item #: W963J) \$25.95 (24) = \$ 622.8
- Chassé Performance VIP Pants (Item #: W963P) \$19.95 (17) = \$ 339.15
- Pants Logo on Hip (LD5C1) \$7 (17) = \$ 119.00
- Cheerleaders on back of Jacket: \$20 (24) = \$ 480.00
- UHS on back of jacket: \$20 (24) = \$ 480.00
- Names: **FREE**

estimated: \$ 5,485 Total

**ATHLETIC
DEPARTMENT**

Memo

To: Diane Cappiello
From: Phyllis Lang, Secretary
Athletic Office
Re: Add to agenda over \$1000.00 Expenditure
Date: 7/10/2018

Attached are Expenditures for the Athletics over \$1000.00.

- 1) Kicks N Sticks

Please approve at the next Board Meeting.

Thank you

Phyllis

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High

Date: 7/10/2018

DEPARTMENT: Athletics: Girls soccer

Account: 3300

VENDOR: Kicks & Sticks.

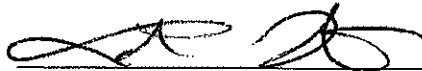
Amount: \$2000.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): This is an estimation of the check to be used for Varsity & Girls Soccer apparel for the entire soccer team.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta- Director of Athletics

NAME



SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Gregory Brennan, Business Administrator

Date:

KICKS 'N STICKS

111 MARKET STREET
 KENILWORTH, NJ 07033

Invoice

Date	Invoice #
7/5/2018	9616

Bill To
UNION HIGH SCHOOL SOCCER CASSIANO DOS SANTOS SUMMER 2018

Ship To
UNION HIGH SCHOOL SOCCER CASSIANO DOS SANTOS SUMMER 2018

P.O. No.	Terms
TEAM7518	Due on receipt

Item	Description	Qty	Rate	Amount
NIKE	NIKE TEAM SOCCER BACKPACK (BLACK) W/ 2 COLOR LOGO	30	50.00	1,500.00
NIKE	NIKE CLASSIC SOCK (MAROON)	25	9.00	225.00

Thank you for your business.	Total	\$1,725.00
	Payments/Credits	\$0.00
	Balance Due	\$1,725.00

Phone #	Fax #	E-mail
908-245-1000	908-245-0066	jonkixnstix@gmail.com