

F-9A

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: UHS

Date: 6/12/18

DEPARTMENT: Senior class Account: 2205

VENDOR: Carr + Associates Marketing Amount: \$1500

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Food Trucks

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

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

RECEIVED  
6/12/18



COMPLETE SECTION I ONLY

DATE 6/12/18

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

Pay \$ 1500 to the order of Carr & Associates Marketing

and charge the account of Senior Class Acct. No. 2205

Purpose: food truck

Senior Class

Club or Activity

[Signature]

Faculty Adviser - Signature

II. Account Balance \_\_\_\_\_ Verified by \_\_\_\_\_

Date \_\_\_\_\_ Comment \_\_\_\_\_

III. Approved [Signature] Date \_\_\_\_\_

Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Acct. No. \_\_\_\_\_

Processed by \_\_\_\_\_



# CARR MARKETING

& Associates

P.O. Box 1587 Cranford NJ 07016 908-370-3130  
carrmarketingassociates@gmail.com

March 6, 2018

Mrs. Cheryl Fiske  
Union High School  
2350 North Third Street  
Union, NJ 07083

Dear Mrs. Fiske:

Thank you again for the opportunity to assist Union High School with its annual food truck festival fund raising effort for project graduation. CARR & Associates Marketing will engage a variety of food trucks offering a diverse cuisine to participate in the event and perform the following activities:

- Determine the ideal number of food trucks based upon projected attendance.
- Obtain all necessary food, fire, health required permits.
- Facilitate between the Township and Union High School regarding ancillary issues pertaining to the day's event.
- Seek potential commercial and craft vendors to participate in the event.
- Manage all correspondence to vendors.
- Assist with marketing the event through social media campaign.
- Coordinate with vendors to engage in their social media network campaign.
- Coordinate pre-event site review meeting.
- On-site vendor set-up the day of the event.

#### Fee Schedule

Fee for service to Carr & Associates Marketing is \$1,500, of which \$500 due with contract execution, the balance of \$1,000 payable upon conclusion of the event.

#### Revenue To UHS Project Graduation Fund

\$200 per each participating food truck

\$75 from each participating crafter/business vendor

\$5 per person entrance fee charge, children under 5 are free, estimating a minimum of 1,000 paid participants.



Please feel free to contact me if you have any questions, I look forward to working with you again to make this a fun and successful event that brings the Union Township community together in support of the Union High School senior class of 2018.

Regards,

Jackie Carr  
CARR & Associates Marketing, LLC

Accepted This Date:

|                        |       |                             |       |
|------------------------|-------|-----------------------------|-------|
| _____                  | _____ | _____                       | _____ |
| UHS Project Graduation | Date  | CARR & Associates Marketing | Date  |

cc: Megan Kaplan

