

Colfax High School Leadership
Activities Checksheet
2017

- ☐ Submitted Activities Request: Yes No
- ☐ Has this been approved: Yes No
- ☐ Is it in the Daily Bulletin?: Yes No
- ☐ Marketing Plan complete? Yes No
- ☐ Event goal defined with detail? Yes No
- ☐ Special circumstances/Prior Approval?: Yes No
- ☐ Will you need a start-up money bag: Yes No
- ☐ Will you need a Receipt Book: Yes No
- ☐ What are the dollar amounts? () 1's () 5's () 10's () 20's
- ☐ Have you asked for a bag from the bookkeeper: Yes No
- ☐ Special request from Custodians?: Yes No
- ☐ Does this require overtime for custodians?: Yes No
- ☐ If yes, must have prior approval: _____ (Approved by:)