



Brazosport Independent School District

United for Excellence

Date: July 23, 2010

To: Principals, Activity Clerks, Coaches, Trainers, and other BISD Extra Curricular Activity Sponsors

From: Rebecca Kelley,
Asst. Director of Business Services

Re: Student Activity Fee- Collecting and Remitting Procedures & Guidelines

All BISD campuses providing extra curricular activities will be collecting a student activity fee for the 2010-2011 school year. This fee is for students participating in the following activities:

- Athletics*
- Band
- Cheerleading
- Choir
- Computer Competition
- Drama
- Drill Team
- FFA
- Orchestra
- UIL Literacy
- Vocational Competition
- ROTC

*Intermediate campuses are only responsible for collecting the fee for athletics.

This fee must be collected before any student can participate in the activity. In efforts to standardize the time we allow students to pay this fee, once practice/tryout begins, the student should be given 1 week to render payment before they will become disallowed to participate for non-payment of the activity fee.

It is the responsibility of each activity to collect and remit the fee. Each activity must delegate a person who will be responsible for collecting this fee. The Activity Clerk will issue a receipt book to each activity sponsor. A receipt **MUST** be issued to students upon payment of this fee. The receipt serves as the student's proof of payment when they are participating in more than one activity.

The Activity Sponsor needs to create and maintain, in excel a list of all students in alphabetical order that are expected to participate. As the students pay their fee, the sponsor should indicate the receipt number and the amount collected (**\$40 or the reduced \$30 fee for students that qualify for free or reduced lunch**). Please email a copy of this spreadsheet to Delores West, DWest@brazosportisd.net, before you begin collecting money as well as after all money has been collected and turned in.

As collected, monies should be submitted to the campus Activity Clerk. The Activity Sponsor should indicate the receipt numbers and the total amount being turned into the Activity Clerk. You will be responsible for all money while in your possession, therefore please turn in money promptly to reduce the chance of it being lost or stolen. The Activity Clerk will issue a receipt. This receipt should indicate the person who remitted the monies, the receipt numbers the monies were for, and the total amount received in. The Activity Sponsor should retain this receipt in their receipt book as proof that activity fee monies were turned in.

The Activity Clerk is then to process the monies as part of their normal activity deposit procedures. A separate account number in the EPES system should be set up to track the deposits. Each deposit entered into EPES should be detailed to include a description of what activity turned in the deposit. A transfer/direct payment will then need to be initiated to transfer money from the activity account to the general fund. Please use Vendor # 5300 when creating your direct payment.

Should you have any questions, please contact me at ext 12302 or rkelly@brazosportisd.net.