

# BROOKLAWN STUDENT ACTIVITIES

NASC GOLD COUNCIL OF EXCELLENCE 2006-2007-2008-2009-2010-2011

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**TO:** Club/Activity Advisors, Team Leaders  
**DATE:** September 12, 2011  
**RE:** STUDENT ACTIVITY ACCOUNT DEPOSITS

All deposits **MUST** be accompanied by the Deposit Information Form that is available from me in B-16 and online. Please note that the Business Office requires that all funds must be submitted to me for deposit within 24 hours of the time they were collected...

**PLEASE NOTE THAT I CANNOT ACCEPT ANY DEPOSIT FOR WHICH  
ALL OF THE FOLLOWING HAS NOT BEEN DONE IN ADVANCE...**

1. **BILLS** must be grouped by denomination and facing in the **SAME DIRECTION**. On the Deposit Detail Summary form (see below) you must enter the quantity and total value for each denomination.
2. **COINS** will only be accepted if **rolled**, no loose coins/partial rolls will be accepted. On the Deposit Detail Summary form (see below), you must enter the quantity of rolls and total value for each denomination. Rolls for all coin denominations are available in B-16.
3. Complete the **Deposit Detail Summary** form, providing all of the following information:
  - a. **For CHECKS:** the name printed on the check, check number, and amount for EACH individual check. Also, you must submit **THREE SETS OF PHOTOCOPIES** for all checks – one for the Business Office, one for my records, and one that will be returned to you once the deposit has been completed. It is YOUR responsibility to ensure that the photocopied checks match the Deposit Detail Summary before handing them in.
  - b. **For CASH:** the name of the student or parent that the cash came from, and the amount of EACH individual submission (field trip fee, gym suit, yearbook, etc.) must be filled out. This must be done **REGARDLESS** of how small the amount paid by each student or parent; a list or spreadsheet may be attached separately if the list is too long to fit on the Deposit Detail Summary form, so long as its' total matches the cash indicated on that form.
4. You must **SIGN** the bottom of this form where it says "Signature of Teacher/Advisor" and then submit **THREE COPIES** of the completed form, along with the cash/checks and photocopies to me personally in B-16. Please **DO NOT** leave these items in my mailbox!

Once the deposit has been completed you will get a receipt, copy of the deposit slips, and a set of check photocopies for your own record keeping. You must enter each deposit onto your Account Recording Spreadsheet once these have been returned to you. **More information and copies of required forms are provided on the Brooklawn S.A. website at [www.BrooklawnSA.org](http://www.BrooklawnSA.org)** (under General Information). Thank you in advance for your cooperation and continuing support of Brooklawn Student Activities.

## 2011-2012 BROOKLAWN STUDENT COUNCIL – EXECUTIVE BOARD

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**Vice President:** Hina Saeed  
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