



Thornton Fractional
HIGH SCHOOL DISTRICT 215
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

ACTIVITY HANDBOOK

2019-2020

**TF DISTRICT 215
2019-20 ACTIVITY HANDBOOK**

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WELCOME BACK SPONSORS!

We welcome each of you to a new school year! We hope you had a wonderful and restful summer. This year will bring many opportunities for you to teach and instill valuable leadership skills. We cannot allow these opportunities to bypass us. Please accept this challenge and let's make our students the leaders of tomorrow.

It will be our #1 priority to assist you in whatever way we can. We want to make sure that you have everything you need to succeed in your activity. Through constant communication with you and your students, we will make every effort to improve the Activity Office.

Below are some of the goals we want you to think about. If we work together to accomplish these goals, the school year will be very enjoyable.

- To instill leadership skills in students
- To keep accurate records of club activities
- To encourage more students to get involved in activities
- To make sure both you and your students enjoy the activity

Important Numbers:

North:

Mike Kawa: 1028

Cassandra Allen: 1036

South:

Nicole Streit: 2062

Antwanique Williams: 2061

OVERVIEW OF APPROVED ACTIVITIES:

The student programs are divided into four areas:

Campus	Category I - Performance
N S	Scholastic Bowl # •
N S	Chess # •
N S	Drama
N S	Group Interpretation # •
N S	Mathletes •
N S	Speech # •
N S	Instrumental Music # •
N S	Choral Music # •
S	Contest Play # •
Campus	Category II - Co-Curricular
N S	Newspaper # •
N S	Yearbook # •
C	CAD Club @ N
C	CWT @ S
C	Auto Mechanics @ N
C	Auto Collision @ N
Campus	Category III - Special Interest
N	Freshman Class
S	Freshman / Sophomore Class
N	Sophomore Class
N S	Junior Class
N S	Senior Class
S	Art Club •
S	Drama Club
N S	Creative Arts / Literary Magazine •
N S	Environmental / Science •
N S	TV Production
N	Power lifting
N	Monogram
N S	Student Council •
N S	NHS •
S	Pep Club
N S	SADD
S	Foreign Language / Cultural Exploration
N S	Best Buddies
N S	History Club
S	GSA Gay Straight Alliance
N S	Peer Mediators
S	Senior Ambassadors
S	Mock Trial Team
S	Science/Forensics
N	Visual Arts •
S	Girls Club
N	Student Action Team
Campus	Category IV - Non Paid -2 Year Probation
N	Connections: (5.2018)
N	STARS Girl Club (9.2018)
N	Brother 2 Brother (12.2018)
N	Dreamers Club (7.1.2019)
S	Latin Dance Crew (8.6.2019)

- SSC Conference Required # IHSA Competition @ N or S Bookeeper

Twenty- seven sponsor paid organizations are operating at T.F. North, Thirty-two at T.F. South, and Four at the T.F. Center for the 2019-20 school year.

NEW PROGRAMS

New clubs or organizations are to be developed according to the District 215 Board of Education approved guidelines (Policy 6145). Student interest and the total program activity will determine the need for more activities. No more than thirty-five paid activities will function at each campus at one time. Additional non-paid clubs/activities may be permitted by the activity director and the principal on an individual basis.

CERTIFICATION

Certification will be granted annually to those organizations that meet the district expectations.

Organizations will be monitored semi-annually. Those organizations that do not meet expectations will be put on a "watch list" for the next semester and given the opportunity to make adjustments. If adjustments are not made the group will be dissolved or new leadership sought.

Activities Director informs club sponsor in writing of expectations that weren't met. Report is given to the Athletic Director. If problem continues, athletic director is informed for further action.

Certification is divided into four categories:

Category I: Certification for interscholastic competitions and performance activities

Category II: Certification for Co-Curricular clubs

Category III: Certification for special interest activities

Category IV: Certification for Non-Paid/Grant funded activities

LANE CHANGES

As agreed to by the Union representatives and the Administration, the following guidelines will be used for lane changes:

Club and Non-Athletic Extra Curricular lane changes will be considered on a yearly basis using the following process:

1. Activity sponsor will submit lane change requests with written support, to the activities director by January 15.
2. District 215 sponsors for the activity in question must provide a joint rationale with justification to support the lane change.
3. The activities director will submit the prospective lane change requests to the building principal by February 1.
4. The building principal will submit prospective lane changes to the appropriate district administrator by February 15.
5. The superintendent and union president will agree to make a mutual decision concerning lane changes by April 1.
6. Lane changes will be recommended for approval at the regularly scheduled April Board of Education meeting.

Since it is important that lane changes be processed as rapidly as possible, the dates indicated at each level should be considered as a maximum. Every effort should be made to expedite the process.

CATEGORY REQUIREMENTS

Category I

CERTIFICATION FOR INTERSCHOLASTIC COMPETITIONS AND PERFORMANCE ACTIVITIES.

- 1) Timely submission of all forms/paperwork (vouchers, building requests, pledges, membership lists, and activity requests.)
- 2) The organization will report on a monthly basis all performances and/or competition results to the activities' director. A financial report should also be included reflecting all expenditures, fundraisers/income, and a current balance of the activity account and/or budget account. An updated roster highlighting any changes should also be submitted.
- 3) The activity sponsor will engage in an active recruitment program each year. (This may include representation at registration, updated trifolds, open house, and freshmen orientation as examples.) Membership levels should be maintained throughout the year.
- 4) All participants will follow the District 215 Activity/Athletic Code of Conduct.
- 5) Each team/activity will participate in at least one service project each year.
- 6) Each team/activity will participate in at least 1 fundraising event per year. All events must have a fundraising form submitted to the Activity Director.
- 7) All District 215 school administrative procedures will be understood and implemented.
- 8) All IHSA and Illinois Drill Team (IDT) rules/regulations will be strictly followed.
- 9) Follow District guidelines for eligibility.
- 10) Activity Sponsors must attend all meetings related to activities and the club must participate in conference events.

If a particular club or team cannot comply with the published criteria, the activity director should be consulted and, if appropriate, alternate criteria may be substituted

Category II

CERTIFICATION FOR CO-CURRICULAR CLUBS

- 1) Timely submission of all forms/**paperwork** (vouchers, fundraising forms, building requests, pledges, membership lists, and activity requests.)
- 2) The secretary or designee will submit a monthly report to the activity director. This should include a summary of meetings outside of class (at least 2 per month), festivals, competitions, and/or conferences, etc. A financial report should also be included reflecting all expenditures, fundraisers/income, and a current balance of the activity account. Attach an updated roster highlighting any changes.
- 3) Monthly building activities will be planned and implemented by the club officers for increased group development. Groups must meet two times each month outside of classroom hours.
- 4) The club will actively develop and participate in a recruitment program to encourage and/or train new members. (This may include representation at registration, open house, and freshmen orientation as examples.) Membership levels should be maintained throughout the year.
- 5) The District 215 Athletic/Activity code of conduct will be followed and monitored by the group.
- 6) At least one community service component will be planned each semester.
- 7) Each club/activity will participate in at least 1 fundraising event per year. All events must have a fundraising form submitted to the Activity Director.
- 8) All District 215 school administrative procedures will be understood and implemented.
- 9) Follow District guidelines for eligibility.
- 10) Activity Sponsors must attend all meetings related to activities and the club must participate in conference events.
- 11) All IHSA rules/regulations will be strictly followed.

If a particular club or team cannot comply with the published criteria, the activity director should be consulted and, if appropriate, alternate criteria may be substituted.

Category III

CERTIFICATION FOR SPECIAL INTEREST ACTIVITIES

- 1) Timely submission of all forms/**paperwork** (vouchers, fundraising forms, building requests, pledges, membership lists, and activity requests.)
- 2) The student secretary or designee will submit monthly minutes to the activity director. A **signed** roster of students in attendance must be included in the minutes. A financial report should also be included reflecting all expenditures, fundraisers/income, and a current balance of the activity account. An updated roster highlighting any changes should be submitted.
- 3) Monthly building activities will be planned and implemented by the club officers for increased group development. Groups must meet two times each month.
- 4) The club will actively develop and participate in a recruitment program to encourage and/or train new members. (This may include representation at registration, open house, and freshmen orientation as examples.) Membership levels must be maintained throughout the year.
- 5) The District 215 Athletic/Activity code of conduct will be followed and monitored by the group.
- 6) One community service component per semester should be planned and implemented.
- 7) Each club/activity will participate in at least 1 fundraising event per year. All events must have a fundraising form submitted to the Activity Director.
- 8) All District 215 procedures will be understood and used by the club members on a regular basis.
- 9) Follow District guidelines for eligibility.
- 10) Activity Sponsors must attend all meetings related to activities and the club must participate in conference events.

If a particular club or team cannot comply with the published criteria, the activity director should be consulted and, if appropriate, alternate criteria may be substituted.

Category IV:

CERTIFICATION FOR NON-PAID/GRANT FUNDED CLUBS

- 1) Any group wishing to become a category IV club must meet with the Activity Director who will then make a recommendation to the Principal based on need. A proposal to start a new club form must accompany the request.
- 2) Once the club is approved, it should adhere to the following requirements:
 - If the club is performance, category I requirements should be followed.
 - If the club is co-curricular, follow category II requirements.
 - If the club is special interest, follow category III requirements.

INFORMATION ABOUT FORMS USED BY EXTRA-CURRICULAR ADVISORS

1. **Athletic / Activity Extra Curricular Pledge:** This form **MUST** be **COMPLETED AND TURNED INTO THE Activity Office** by every student involved in activities. Additional forms are available in the Activity Office. Sponsors please ensure that each student receives and completes the form. **All forms must be turned into the Activity Office by the end of the third official meeting.**
2. **Event Request Form:** This form must be completed for each event a club wants to schedule. Please allow as much time as possible for approval of the event. All events must be scheduled on the calendar. Please avoid dates close to the end of the grading period.
3. **North & South Building Use Form:** This form, available via Docusign, must be completed for every approved event to ensure that the facilities are available. You must submit the form at least (7) seven days in advance. The form originates with the secretary for Activities. They will circulate it.
4. **Authorization to Purchase Form:** Used when clubs need to purchase material goods or services (Example: candy, membership pins, jackets, decorating supplies).
 - a. Obtain this form on-line.
 - b. Make sure the information is correct and complete.
 - c. After you complete this form, return it to the Activity Office. The Activity Director's secretary will enter the request into iVisions as a requisition, scan and attach all documents and submit for approval.
 - d. The Activity Director and the building principal shall approve or disapprove the requisition in iVisions.
 - e. Once approved, a purchase order will be created. An email will be sent to the requestor. It is the responsibility of the Activities Office to order the items requested.
 - f. All references to goods and services purchased through this medium shall include a reference to the purchase order number.
5. **Transfer Fund Form:** This form is used to transfer money from one activity account to another.
 - a. Obtain the form on-line.
 - b. It must be signed by the Activity Director, Activity Advisor, club officer, and the Principal.
 - c. It will be forwarded to the Ad Center for processing.
6. **Event Evaluation Form:** This form should be completed and turned in to the Activity Office at the end of the event.
7. **Club Meeting Minutes/Report Form:** This suggested form should be used for recording all meetings. Whatever form is used, it is imperative that a signed attendance roster be included for every meeting. See specific form for club category (I, II, III, IV). A financial report must be included in this.
8. **End of Year 1st Semester Sponsor Report:**

This report will be distributed sometime in November. It must be submitted to the Activity Office at the end of the 1st semester. Usually, the sponsor will complete the report before winter break. The sponsor will then be given their 1st semester check.
9. **End of 1st Semester Treasurer Report / End of Year Treasurer Report:** These reports must be submitted by the sponsor and student treasurer at the end of each semester.
10. **End of Year Sponsor Report:** This report is online. **It must be submitted to the Activity Office at the end of May.**

11. **Financial report:** This suggested form should be used for making a report at the conclusion of fundraising. Remember that all monies collected should have a receipt issued. Whatever form is used, it is imperative that all inventory/monies are accounted for.
12. **Deposit form:** Use this form when depositing monies. Please make sure that a copy of all checks are submitted with the form.
13. **Consultant /Vendor Form:** This form must be used when an outside vendor is providing services at the school for an event (i.e. D. J., bands, photographers, assembly speakers, hall rental). This form must be completed and approved by the District office before the event has taken place.

SPECIFIC GUIDELINES ALL SPONSORS MUST FOLLOW:

1. You must fill out all vouchers, activity request, building use forms, field trip permission slips, etc. and have them returned to the activity office.
2. NEVER keep money in your classroom. The sponsor should deposit money according to specific school policy.
3. Copies of all contracts must be turned into the activity Office for approval (i.e. D.J.'s, bands, photographers, bookings of rooms, or restaurants). **Procedures require all vendors / contracts to have Principal and/or Superintendent approval based on the cost. Contracts for vendors are available online.**
4. **Activity Fund Daily Deposits:** Activity money is deposited on a daily basis. Only petty cash amounts should be left in the vault overnight. (Example: if your organization is sponsoring a dance, the daily ticket sales should be recorded and deposited each day.) The cash box you are using should contain only petty cash for the next days sale
5. **Daily Announcements:** Recognition / information may be announced to the student body via the daily announcements. Forms are available in the General Office. Activities may also be advertised via the District Quicknote system. Email announcements to vgiles@tfd215.org
6. **Financial Statement:** This statement originates from the Administrative Center.
 - a. This statement will be originated in August, December and May. Each activity should implement their own record keeping system to double check for accuracy in financial statements. Any discrepancies should be reported to the Activity Director.
 - b. This computerized accounting record is given to the advisors by the Activity Director.
 - c. The advisor's copy is put in mailboxes.
 - d. When you receive your statement, review your records. Make sure all your deposits and withdrawals have been credited to your account.
7. **Securing Monies** when Bookstore or Activity Office is closed:
T.F. NORTH
 - a. If the Bookstore or Activity Office is closed, all money must be turned into the General Office with the principal's secretary. No money should be held by the sponsor.
 - b. The following procedure is in place.
 - Count your money and write the amount on the front of the envelope with your name and the name of your club.
 - Give the envelope to the secretary in the General Office - NO STUDENTS.
 - The next school day, the envelope will be taken from the vault, money counted and deposited in the activity account and a receipt will be given to the sponsor/coach.
T.F. SOUTH
 - a. All monies should be deposited with the Activity Director with a deposit slip and Xerox copies of any checks. If the office is closed, money should be taken to the general office to be secured in the vault. See the Principal's secretary for this.
 - b. The following procedure is in place when using the vault:
 - Count your money and write the amount on the front of the envelope with your name and the name of your club.
 - Give the envelope to the secretary in the General Office - NO STUDENTS.
 - The next school day, the money will be taken from the vault, counted and deposited in the activity account and a receipt will be given to the sponsor/coach.
8. **Money (Cash Receipts):** This is the advisors record that the correct amount of money has been deposited in your organizations account.

FORMS

**T.F. High School District 215: Athletic /Activity Co-Curricular Pledge
2019-20**

**THIS POLICY SHALL BE APPLICABLE DURING THE ENTIRE SCHOOL YEAR,
INCLUDING THOSE TIMES THE STUDENT IS NOT PARTICIPATING**

- 1. Habits and Conduct:** I understand that by taking part in the athletic /co-curricular activity program I must meet the ideals for good sportsmanship, good conduct, and citizenship when in school events and in the community. I understand that it is a privilege to participate in athletics/co-curricular activities and that I should be committed to being a model student athlete/participant. I understand that athletics/co-curricular activities are designed to develop me physically, mentally, and socially. I understand that physical development is easy to understand and easy to see, but mental and social development are just as important and the hardest to develop.
- 2. Academic Eligibility:** I understand that to be eligible for athletics/activities, I must pass five classes the previous semester. If not, I will be ineligible for the next whole semester. Also, I must maintain passing grades in five classes on a weekly basis. In addition, I must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd and 4th Nine week grading periods and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. Failure to comply with this will cause me to become ineligible to participate in athletics/activities (i.e., athletic events-games, state band competition, club meetings, etc.) . Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in me being ineligible until I have raised my cumulative GPA for the current semester to a 2.0 GPA or higher. I will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in me being ineligible for a minimum of 3 weeks. If after the three week period, I am achieving a cumulative GPA for the current semester of 2.0 or higher, I will regain my eligibility. During the week(s) I am ineligible, I must attend a mandatory study hall established to help with academics. I will be required to attend the homework session that has been established for Monday, Tuesday and Thursday from 3:30 p.m. to 4:30 p.m. Any missed study sessions must be made up before I can once again become eligible.
- 3. Physical Examination:** I understand that I must have a physical examination by a licensed physician before I can start practice or tryouts. I further understand that by participating in an athletic/co-curricular activity, I allow my physician(s) to release any information about my health condition and/or treatment to the school.
- 4. School Attendance:** I understand that I must be in attendance for at least half of the school day (two and one-half clock hours of instruction) in order to participate in practice or in a contest or activity. School-sponsored field trips and activities do not count as absences.
- 5. School Infraction:** Any school infraction which results in suspension from school will require that I be suspended from all athletics/co-curricular activities at least until I am properly reinstated in a timely fashion in school.
- 6. Alcohol & Tobacco Products:** I understand that if I use, possess, or sell any alcohol or tobacco product, I will be suspended from athletics/co-curricular activities for ten consecutive days. A repetition of such an incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year.
- 7. Possession, Sale or Use of Drugs:** I understand that if I am in possession of controlled substances, illegal drugs or drug paraphernalia or involved in the sale, purchase, or use of drugs (other than a valid prescription written for me and exclusively used by me), I will be suspended from any athletic/co-curricular activities for the remainder of the school year.
- 8. Stealing:** I understand that if I am involved in stealing of any nature, I will be suspended from athletics/co-curricular activities for the first incident for a minimum of ten consecutive days and will make restitution for anything stolen. A repetition of a similar incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as being required to make restitution for anything stolen.

T.F. High School District 215: Athletic /Activity Co-curricular Pledge
2019-20

- 9. Destruction or Damage of Property:** I understand that any destruction or damage of property associated with a school activity or an athletic/co-curricular activity will result in my suspension for a minimum of ten consecutive days as well as payment of damages. A second such incident, or first if aggravated, will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as requiring me to pay for damages and restitution.
- 10. Team/Activity Rules:** I understand that if I violate specific approved and distributed athletic/co-curricular activity rules other than those stated in this pledge, it will be handled by the coach/sponsor in charge of the athletic/co-curricular activity.
- 11. Appeal of Suspension:** I understand that I have a right to appeal all suspensions. I must first appeal suspensions to the Athletic / Activity Director. Further appeal may be made to the Principal who may have the matter considered by an co-curricular review board designated by the Principal.
- 12. Awards:** I understand that awards for athletics/co-curricular activities may be withheld, refused or cancelled, if I do not follow all the rules and regulations for a particular athletic/co-curricular activity, including these rules.
- 13. Participating in One Athletic/Co-curricular Activity:** I understand that I should show loyalty to my athletic/co-curricular activity and coach/sponsor and fellow students by completing the season. If I quit an athletic/co-curricular activity during the season, without reasonable and approved cause, I cannot participate in another athletic/co-curricular activity unless the Athletic/Activity Director gives written permission.
- 14. Medical Excuse:** I understand that if I am excused from physical education classes because of medical reasons, I may not compete in practice or interscholastic athletic competition until released by my physician.
- 15. Service Learning:** I will demonstrate my commitment to the community by contributing no less than three hours of work to an approved activity. Service learning activities may include collection of food for the needy, meals or entertainment for the elderly, public property cleanup for the community, fund-raising for a charitable cause, or another worthy community project. All service learning must be approved by the Athletic/Activity Director.
- 16.** This athletic/co-curricular activity pledge will affect my participation in a particular athletic/co-curricular activity for the entire school year.
- 17.** I may not participate in any athletic/co-curricular activity until signed copies of this pledge and any athletic/co-curricular activity rules governing my conduct are on file with the Athletic/Activity Director.

I, _____, as a THORNTON FRACTIONAL student, agree to abide by the preceding Athletic/Co-curricular Activity Pledge during the calendar year in which I am participating in an athletic/co-curricular activity. We, as his/her guardians, agree to encourage and help our child to abide by these rules while participating in the school athletic /co-curricular activity program.

Student Date

Name of Sport or Activity Date

Parent / Guardian Date

Coach Date

PO #

THORNTON FRACTIONAL HIGH SCHOOL DISTRICT 215
STUDENT ACTIVITIES AUTHORIZATION TO PURCHASE

VENDOR NAME:

VENDOR ADDRESS:

FAX #:

SHIP TO: ☐ ACTIVITY DIRECTOR
THORNTON FRACTIONAL
NORTH HIGH SCHOOL
755 PULASKI ROAD
CALUMET CITY, IL 60409
PHONE: 708~585~1000
FAX: 708~585~6052

☐ ACTIVITY DIRECTOR
THORNTON FRACTIONAL
SOUTH HIGH SCHOOL
18500 S. BURNHAM AVE.
LANSING, IL 60438
PHONE: 708~585~2000
FAX: 708~585~9750

QUANTITY	CAT. #	DESCRIPTION	UNIT COST	EXTENSION

REQUESTING CLUB:

SPONSOR:

STUDENT OFFICER SIGNATURE: _____ DATE

AUTHORIZATION SIGNATURE:

ACTIVITY DIRECTOR: _____ DATE

COPY: VENDOR

COPY: ACTIVITY OFFICE

COPY: SPONSOR

9/30/2015 – jv

THORNTON FRACTIONAL

☐ NORTH

☐ SOUTH

☐ CENTER

HIGH SCHOOL DISTRICT 215
EVENT CHECK REQUEST

NOTE: You must allow two (2) weeks for receipt of all club expense checks!!!

DATE:

FUND:

PAYEE NAME:

PAYEE ADDRESS:

PURPOSE:

TOTAL EXPENSE: \$

Sponsor: _____
(Signature)

Officer: _____
(Signature)

Can this be paid electronically?

☐

Yes

☐

No

APPROVED SIGNATURES:

Activity Director: _____

Principal: _____

DATE PAID: _____

CHECK # _____

DATE: _____

ATTACH A COPY OF YOUR RECEIPTS – PLEASE KEEP YOUR ORIGINALS!!!!

THORNTON FRACTIONAL

☐ North

☐ South

☐ Center

HIGH SCHOOL DISTRICT 215
EVENT ADVANCE CASH

Note: You must allow at least one week for processing!

DATE:

FUND:

PAYEE NAME:

PAYEE ADDRESS:

PURPOSE:

TOTAL EXPENSE: \$

Sponsor: _____
(Signature)

Officer: _____
(Signature)

ACTIVITY DIRECTOR APPROVAL: _____
(Signature)

PRINCIPAL APPROVAL: _____
(Signature)

DATE PAID: _____

CHECK # _____

DATE: _____

Remember: All original receipts must be forwarded to the Business Office! Extra money should be re-deposited through school procedures. If excess is spent, fill out an event check request form for reimbursement.

THORNTON FRACTIONAL

☐ North

☐ South

☐ Center

HIGH SCHOOL DISTRICT 215
ACTIVITY OFFICE TRANSFER FUND

DATE:

AMOUNT:

FROM WHAT CLUB:

TO WHAT CLUB:

PURPOSE:

TOTAL EXPENSE: \$

Sponsor:

Officer:

APPROVED:

Activity Director

(Date)

Principal

(Date)

DATE OF TRANSFER:

EVENT EVALUATION FORM
Return to Activities Director

Today's Date:

Date of Activity:

Sponsored by :

Synopsis of Activity:

--

Pros:

--

Areas for growth and improvement:

--

Sponsor Signature: _____

Student Officer Signature: _____

Club Meeting Minutes Report for Special Interest Clubs

Name of Club:

Date of Meeting:

Time Started:

Meeting Location:

Number of members present:

Number of members absent:

(ATTACH A SIGNED ATTENDANCE LIST)

**DON'T FORGET TO INCLUDE ANY CHANGES IN ROSTER!*

Treasurer's Report:

(*Should include income, expenses, and current balance.)

--

Old Business:

--

New Business:

--

Any motions, votes, or decisions for action:

--

Submitted by:

--

**A different form of minutes may be used, but it must have the same content.*

6/22/2015 – jv

Activity Office Monthly Report for Co-Curricular Activities & Performance Clubs

Sponsor:

Club:

Month

1. Please provide a **COMPLETE** roster of active students. Please include officers. Sign-in sheets must be turned in monthly.

President:

Vice-President:

Secretary:

Treasurer:

Other:

Other:

2. Provide a summary of your clubs events during the past month.

3. How many meetings were held? Give dates and place.

Date	Venue	Date	Venue	Date	Venue
Ex 8/26	Room 232				

4. If your group had a fundraiser please provide a summary.

END OF 1ST SEMESTER**CO-CURRICULAR SPONSOR REPORT**

This report must be turned into the Activity Office before leave for Winter Break

Club:**Sponsor:****Officers**

PRESIDENT	
VICE PRESIDENT	
SECRETARY	
TREASURER	

List the activities or contests with results, which you have participated in this semester.

List all meeting dates that you have had during the 1st semester with your club or activity.

MEMBERSHIP ROSTER

COMMUNITY SERVICE PROJECT: Please give details of your project.

FUNDRAISING: Please summarize your fundraising activity. What are your plans for the money?

END OF 1st SEMESTER TREASURER'S REPORT:

REPORT PERIOD

From:

To:

Opening Balance	
INCOME DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Income	\$

EXPENSE DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Closing Balance	\$

YOU MAY USE A DIFFERENT FORM IF YOU KEEP YOUR RECORDS ELECTRONICALLY OR IN AN ALTERNATIVE FORMAT.

END OF YEAR TREASURER'S REPORT:

ACTIVITY: _____

REPORT PERIOD

FROM: _____

TO: _____

Opening Balance:	
INCOME DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Income	\$

EXPENSES DESCRIPTION	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Closing Balance	\$

FUNDRAISING REPORT FORM

FOR AN ACTIVITY THAT INCLUDES CLUB MEMBERS IN OR OUTSIDE OF SCHOOL.

GROUP:	SPONSOR:
ACTIVITY PLANNED:	
PROPOSED DATE:	ALTERNATE DATE:
FACILITIES NEEDED:	
BUILDING USE FORM:	
TICKET ADMISSION PRICE:	PURPOSE:
NUMBER OF PEOPLE TO BE IN ATTENDANCE:	
EQUIPMENT NEEDED:	

REQUESTED BY: **(Sponsor)**

 APPROVED **(Activity Director)**

COST OF MATERIALS AND/OR SERVICES FOR ACTIVITY

Quantity	Description	Vendor	Unit (1)	Total

COMPLETE THIS SECTION AFTER THE FUNRAISER AND RESUBMIT TO ACTIVITY DIRECTOR

REVENUES:

<u>Date</u>	<u>Amount</u>
Total Revenues	

TOTAL EXPENSE EVALUATION:

Total Revenues:	
Expenses:	
Profit:	

THORNTON FRACTIONAL
HIGH SCHOOL DISTRICT 215
DEPOSIT SLIP

Date:

Event:

Club:

Sponsor:

Currency

Denomination	Quantity	Total
--------------	----------	-------

\$100

\$50

\$20

\$10

\$5

\$2

\$1

Coin

Denomination	Quantity	Total
--------------	----------	-------

\$1.00

.50

.25

.10

.05

.01

Checks	Quantity	Total
--------	----------	-------

Check Number

Currency Total:

Check Total:

Coin Total:

Total Deposit =

10/3/2013 - jv

Vendors/Consultants must not provide goods or services without an approved purchase order.
Consultants may not be paid if they start work without an approved purchase order.

AUTHORIZATION FOR CONSULTANT / VENDOR SERVICES

Superintendent / Board approval required for services over \$1,000.

Principal's approval required for one time services under \$1,000

Requested by:	Title/Department:
Account Number:	
Vendor Name: Address: Phone:	Contact name (if applicable):
<u>Service to be performed:</u>	
<u>Agreed length of service / hours:</u>	
<u>Approved rate of pay:</u>	
<u>Evaluation Method:</u>	
IF APPLICABLE, ATTACH CONTRACT FOR BOARD / SUPERINTENDENT APPROVAL (OVER \$1,000)	
WILL VENDOR BE IN DIRECT CONTACT WITH STUDENTS? <div style="text-align: center;">YES NO</div> IF YOU ANSWERED YES TO THE QUESTION ABOVE, THE VENDOR <u>MUST</u> BE FINGERPRINTED BY HUMAN RESOURCES <u>PRIOR</u> TO THE SERVICE DATE. HAVE VENDOR CONTACT HUMAN RESOURCES AT (708) 585-2310	
<u>REQUIRED SIGNATURES:</u>	
YES NO ARE YOU EMPLOYED AS A TEACHER FOR A TRS COVERED EMPLOYER?	
_____ CONSULTANT / VENDOR – <u>PRINT NAME</u>	_____ CONSULTANT / VENDOR – <u>SIGNATURE & DATE</u>
_____ REQUESTER (<u>PRINT & SIGN NAME</u>) - DATE	_____ APRIL JERGER, HR – DATE
_____ PRINCIPAL (<u>PRINT & SIGN NAME</u>) - DATE	_____ CHARLES DiMARTINO - BUSINESS OFFICE – DATE
_____ TERESA A. LANCE, SUPERINTENDENT – DATE	_____ MICHAEL BOLZ, BOARD OF EDUCATION – APPROVAL DATE

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
					-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.