Supportive Documentation for Student Club Grant:

1. **Club Roster** – Roster with student ID #s; (Fax or email to Esther Villegas 224-4313 evillegas@saisd.net.) Send an updated copy as needed.
2. **Sign-In Sheets & Agendas** – Use for each club meeting. Keep copies for your files. This will be submitted at a later date.
3. **Meeting Report** – Use the Student Club Grant Meeting Report under "Location and Time& Duration of Meeting" to document facility usage and number of students participating. ***Fax or email the Meeting Report at the end of each month to Esther Villegas***
4. **Expenditure Report**– Keep expenses incurred, cash match, and In- Kind Contributions on the Expenditure Report. Keep a running fund balance on expenses incurred and a running total for Cash Match and In-Kind Contributions. Provide a brief description of each expense on Student Club Grant Expenditure Report and provide the budget code for Matching. Keep copies of all invoices, receipts, AB – 17s, and packing slips showing budget codes etc. and any other supportive documentation for each expense/match/in-kind contribution. Please have only club items purchased on the receipt. Do not include any personal purchases on the club's receipt. Copies of the supportive documentation will be submitted at a later date. ***Fax or email only the Expenditure Report at the end of each month to Esther Villegas.***
5. **In-Kind Contribution of Goods & Services Form** – ***Send by PONY original copy*** to Educational Services Department immediately after each donated services or goods. Keep a copy of the In-Kind Contribution of Goods & Services Statement for your files. Use only one In-Kind Contribution form for each donation.
6. **Time & Effort Report –** Use this form to document sponsor donated time. Keep a copy for your files. Form is available on Grants Department web page:
   Click: Departments, Grant Office, Documents (Top Menu), Management & Monitoring, Time & Effort blank form;