

KEYSTONE COUNCIL

ESSENTIAL SCHOOL STRUCTURES

APPORTIONMENT BOARD

- **Membership:**
 - Activities/Athletic Director
 - U High Bookkeeper
 - Senate president
 - Vice president of each class (4)
 - Booster Club president
 - Three faculty members (elected from self-nomination)

- **Duties:**
 - To divide the available monies from student activity fees among those clubs/activities which submit requests

- **Timeline:**
 - Early September - Request for Allocations forms and Request for Fund-Raising forms due to activities/athletic director from sponsors
 - Elect faculty members to Board
 - Mid September - Apportionment Board meets. Meeting takes most of a day; faculty members need to request substitute.
 - Activities/Athletic Director sends final draft to Director of Lab Schools for approval and payment into each account

- **Procedure at meeting of Board:**
 - Bookkeeper --provides copies of all requests
 - indicates total monies available
 - provides form showing beginning balance, last year's income, encumbrances, amount requested
 - Board --considers each request individually, then goes back over to balance with monies available
 - considers instructional course fees to be collected
 - considers fund raising requests and willingness to work in Coke Bar

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ADMISSIONS

- Applications are available in January of each school year.
- Completed applications are due sometime toward the beginning of March.
- Registrar sorts applications according to demographic/regional categories.
- Admissions Committee is convened, and is comprised of:

Principal
Activities Director
Guidance Counselor
Coaches/Sponsors
Keystone Reps
Registrar (?)

- Admissions Committee meets to review all applications. All applications are ranked at this time.
- Freshmen and available upper class places are offered to students. Replies (deposit and birth certificate) due within one month.
- Registrar contacts those families who do not respond within that month.
- Places still available are offered to the "next" candidate. This process will continue until all places are filled.