

EXHIBIT B-1

Student Organization Fund Approval for Expenditure In Excess of \$1,000.00

SCHOOL: UHS Date: 1/23/24

DEPARTMENT: Cosmetology Account: \$1,140

VENDOR: LBS Amount: \$1,140

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): Pay for 30
tickets to the International Beauty
Show on March 5, 2024

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Tanisha Royster
NAME

T. Royster
SIGNATURE

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

Business Administrator

Date

* Students are paying for their tickets
Funds will be in Student Activity Acct.
for Cosmetology.

IBS NEW YORK
MARCH 3-5, 2024



JACOB JAVITS
CONVENTION CENTER

STUDENT DAY RULES & INFORMATION

PLEASE READ THE FOLLOWING CAREFULLY BEFORE REGISTERING YOUR GROUP

STUDENT DAY IS TUESDAY, MARCH 5, 2024

All registrations must be paid in full and received by Friday, March 1, 2024, to receive the discounted rate of \$38. To register to attend, visit ibsnewyork.com.

ELIGIBILITY & PRICING

- **ONLY SCHOOL OFFICIALS CAN ORDER STUDENT TICKETS AT THE DISCOUNTED PRICE.** We will NOT accept registrations from students individually if they want to attend at the discounted School Program rate of \$38. If students register on their own, they will pay the full, professional rate of \$79.
- The student discount is valid for Tuesday, March 5 only. A minimum of ten (10) student tickets must be purchased in order to get the discounted student pricing of: \$38 by March 1, 2024.
- All credentials will be picked up onsite at the **Student Program Desk**. Location will be communicated before the show. A School Official must be the only individual to retrieve the packet, combining all student wristbands, School Official and Chaperone badges. Students cannot wait in line with the School Official to pick up the packet.

CHAPERONE ELIGIBILITY & INFORMATION

Every 10 student tickets purchased entitles the school to one (1) complimentary Chaperone ticket.

- Each additional purchase of 10 student tickets entitles the school to one (1) additional complimentary Chaperone ticket.
- Chaperones can only attend the show on Tuesday, March 5 and **MUST** remain with students at all times while at the show.
- If the school needs to purchase additional Chaperone tickets (in addition to the allotment), please do so by March 1 to get the discounted rate of \$38 per Chaperone. There is no complimentary or discounted Chaperone price after this date.

WRISTBANDS

School packages will include student wristbands, and badges for School Officials and Chaperones and will be available for pickup at the dedicated Student Day Registration Desk on Tuesday, March 5, 2024. Wristbands will not be mailed in advance.

SCHOOL OFFICIAL ELIGIBILITY & INFORMATION

- Ten student tickets must be purchased to receive three (3) complimentary School Official badges for 3-day Exhibit Hall entry.
- If the school needs to purchase additional School Official badges (in addition to the allotment), please do so by March 1. Each additional School Official ticket (over the allotment of the 3 included School Official tickets) must be purchased at \$79 per School Official. There is no discounted rate for additional School Official tickets.

Continued...

**IBS NEW YORK
MARCH 3-5, 2024**



**JACOB JAVITS
CONVENTION CENTER**

REGISTRATION & PAYMENT - Online registration closes March 1, 2024

- The main contact for each school will be emailed a password to log into the online registration site. Please check the email address you've registered with in the past for your password to register.
- All School Officials, Chaperones, and students must be registered through the portal. Schools that do not pay at the time of registration will be put in a pending status and pay via check or on site. Checks will not be accepted after February 16, 2024.
- Every student will need to be individually registered by the School Official including First Name, Last Name and Personal Email.
- If you have a question about your password, please email IBSNYstudents@xpressreg.net for help with your inquiry.

FORMS OF PAYMENT

Credit card and school checks are both accepted. If you decide to pay by check, please mail it in advance, as all pending payments must be paid by February 16, 2024, to ensure time to process before arriving on site.

Registrations that are still incomplete (without payment) by February 16, 2024, will be cancelled.

- Credit cards: Mastercard, VISA and American Express
- School checks, certified checks and money orders only. PERSONAL CHECKS ARE NOT ACCEPTED.

PLEASE MAKE CHECKS PAYABLE TO: IBS New York 2024/Questex, LLC

Mail check to: Questex, LLC c/o CDS
PO Box 959635
St. Louis, MO 63195-9635

GENERAL SHOW INFORMATION

SHOW LOCATION:

Jacob Javits Convention Center
429 11th Avenue
New York, NY 10001

STUDENTS ARE ONLY ALLOWED TO ATTEND ON TUESDAY, MARCH 5

EXHIBIT HALL HOURS:

SUNDAY, MARCH 3: 10:30am - 5:00pm

MONDAY, MARCH 4: 10:30am - 5:00pm

TUESDAY, MARCH 5 - 10:30am - 3:30pm STUDENT DAY

EDUCATION HOURS:

SUNDAY, MARCH 3: 10:00am - 5:00pm

MONDAY, MARCH 4: 10:00am - 5:00pm

TUESDAY, MARCH 5 - 11:00am - 1:30pm STUDENT DAY

TERMS & CONDITIONS

- **Cancellation/Downgrade Policy:** Cancellation Terms apply. See online school registration form for details.
- Registering implies consent to use your image in future promotional materials and media coverage.
- No children under the age of 15 are allowed on the show floor or in classrooms, including infants in strollers.
- For questions, please email IBSNYstudents@xpressreg.net or call 508.743.8547.

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: UHS Date: 01-18-2024
DEPARTMENT: Damage to School Property Account: 9004
VENDOR: Union Township BOE Amount: \$1,040.15

PURPOSE OF EXPENDITURE (attach appropriate invoice(s): funds should have
been deposited into Maintenance Budget not
Student Activities

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

Antonella Melchionna
NAME
Antonella Melchionna
SIGNATURE

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Per the Student Organization Funds -- Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the attached.

Yolanda Koon
Yolanda Koon, Business Administrator

1/18/2024
Date

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 1/24/2024

DEPARTMENT: Theatre Account: 2077

VENDOR: 11thour Design Amount: \$4,968

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Scenic and graphic design for Mean Girls; programs & posters - design, print
and delivery; marketing

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Melissa Hannon

SIGNATURE : Melissa Hannon

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Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date : _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 1/2/24
DEPARTMENT: Theatre Account: 2001
VENDOR: Concord Theatricals Amount: Not to exceed \$2000

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Licensing for Advanced Musical Theatre production of You're a Good Man Charlie Brown

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Melissa Hannon

SIGNATURE : Melissa Hannon

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Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

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Yolanda Koon, Business Administrator _____ Date : _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 1/23/2024
DEPARTMENT: Theatre Account: 2077
VENDOR: Ryan Sautner Amount: \$2,250

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Lighting design and programming for Mean Girls

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Melissa Hannon

SIGNATURE: Melissa Hannon

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Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date : _____



Ryan Sautner

LIGHTING DESIGNER / ELECTRICIAN / STAGEHAND

908-472-7418

rysautnerofficial@gmail.com

<https://rysautner.wixsite.com/website>

BILLED TO: Union High School Performing Arts Center

PAY TO: Ryan Sautner
1206 Debra Dr.
Linden, NJ 07036

DESCRIPTION	AMOUNT
Lighting Design Services- Mean Girls (UHSPAC)	\$2,250
<i>Services included:</i>	
Programming	
Designing	
Load-In / Load-Out	
Sub-Total	\$2,250
TOTAL	\$2,250.00

If there is anything else needed, please direct any questions to rysautnerofficial@gmail.com

Thank you for your business!

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Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 1/2/24
DEPARTMENT: Theatre Account: 2001
VENDOR: Concord Theatricals Amount: Not to exceed \$2000

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NAME: Melissa Hannon

SIGNATURE : Melissa Hannon

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Yolanda Koon, Business Administrator _____ Date : _____

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: Union High School Date: 1/16/2024
DEPARTMENT: Theatre Account: 2077
VENDOR: Audio Inc. Amount: Not to exceed \$7500

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

Audio equipment rental for UHSPAC production of Mean Girls

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Melissa Hannon

SIGNATURE : Melissa Hannon

.....
Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date : _____

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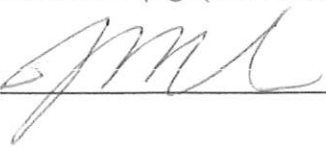
SCHOOL: Kawameeh Date: 1/12/24
DEPARTMENT: _____ Account: # 26
VENDOR: Jostens Amount: \$ 1973.20

PURPOSE OF EXPENDITURE (attach appropriate invoice(s):

2023-2024 KMS Yearbooks

In accordance with the Student Organization Fund-Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

NAME: Jason Malanda

SIGNATURE: 

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Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00.

I approve the purchase of goods/services per the approved amount.

Yolanda Koon, Business Administrator _____ Date : _____

YEARBOOK

CELEBRATING MOMENTS THAT MATTER

YEAR: 2024 | JOB #: 17353 | REP: Bonnie Blackman | DATE: 01/12/24

YEARBOOK DEPOSIT INVOICE

Thank you for choosing Jostens to publish your yearbook! We appreciate your partnership in keeping your account in good standing. We've outlined your school's account summary below. We can't wait to see your book!

PAYMENT INSTRUCTIONS

You can easily make an ACH payment online by accessing our payment portal at: arpayment.jostens.com, or you can submit payment by returning the lower portion of this notice with a check. For questions, please email us at Printing_AR@Jostens.com. Thanks for your business!

PAYMENT SUMMARY

Purchase Order Number (if applicable):	
Total Deposit Amount Due by: 03/01/24	\$6800.00
Money Received To Date: <small>(Includes any web sales and school payments)</small>	\$4826.80
Remaining Due:	\$1973.20

Final Invoice Due After Book Ships

Consult Your Rep

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.
KEEP UPPER PORTION FOR YOUR RECORDS.

JOSTENS, INC.

Amanda Maxwell
Kawameeh Middle School
490 DAVID TERRACE
UNION, NJ 07083

Please check the box if your address has changed and update your address on the back of this remittance.

PAYMENT ADDRESS

JOSTENS, INC.
21336 NETWORK PLACE
CHICAGO, IL 60673-1213

Jostens will never ask you to change a remittance address via email

PAYMENT SUBMISSION

JOB NUMBER:	17353
YEAR:	2024

AMOUNT PAID: _____

You can easily make an ACH payment online by accessing our payment portal at: arpayment.jostens.com, or please make your check payable to Jostens, Inc. and send to the payment address listed below.