

## Hanover Public Schools

**Matthew Ferron**  
*Superintendent of Schools*



**Keith Guyette**  
*Director of Student Services*

**Deborah St. Ives**  
*Assistant Superintendent  
for Curriculum & Instruction*

**Thomas Raab, Ed.D.**  
*Assistant Superintendent  
for Business & Finance*

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### MEMORANDUM

To: Hanover School Committee  
From: Thomas Raab, Assistant Superintendent for Business and Finance  
Cc: Matthew Ferron, Superintendent of Schools  
Date: March 27, 2019  
Re: Student Activity Account Authorization

Typically, the school committee approves new clubs and activities and makes changes to the Student Activities Accounts at the beginning of the school year. However, when new clubs grow and establish themselves, it is advisable to authorize the new club mid-year so they can fund raise and manage financial transactions at the building level.

Over the past few years our Be Better Clubs at HHS and HMS have grown and flourished. Up until now, I've managed their funds through the Other Gifts and Grants accounts. Both groups are ready to have separate accounts established in their buildings under the supervision of the principal via the Student Activity Account. I am respectfully requesting that Hanover High School and Hanover Middle School have the authorization to add the Be Better Club to their lists of approved organizations.

Sample language for the motions:

"I'd like to request a motion to approve the addition of the Be Better Club to the Hanover High School Student Activities Account."

"I'd like to request a motion to approve the addition of the Be Better Club to the Hanover Middle School Student Activities Account."

Please do not hesitate to contact me if you have any questions.