

OFFICE OF CHRISTINE LIZARDI FRAZIER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

**Request for Budget Approval of Special Event**

Date: \_\_\_\_\_

Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_

Explain calculation: \_\_\_\_\_

Expenses:

4300.00 Instructional Materials	\$ _____
5800.00 Consultants	\$ _____
5600.00 Rents, Leases & Repairs	\$ _____
5710.52 Production	\$ _____
5800.00 Other Operating Expenses	\$ _____
<b>Total Budget (must equal total income)</b>	<b>\$ _____</b>

List name(s) and fee(s) of consultants or speakers:

Explain any food expenses: \_\_\_\_\_

What facility will be used? \_\_\_\_\_

Provide a copy of any advertisement or flyer to the Business Office Director. On the “mail in” portion of the flyer, show name of workshop, fee amount, instructions to “make checks payable to the Kern County Superintendent of Schools” and instructions to mail check to:

Kern County Superintendent of Schools  
Attn: Mary Simms, Director, Internal Business Services  
1300 17<sup>th</sup> Street – City Centre  
Bakersfield, CA 93301-4533

Name of Coordinator for this event: \_\_\_\_\_

Approval:

1. Special Events are subject to the same budget controls as regular program expenditures.
2. Special Event approval process (below) must be completed before submitting expenditure requests or circulating flyers or notices of event.
3. A financial report of event is available on request. Proper coding of transactions is essential for accurate reporting.

I have reviewed the plans for this workshop for every assistance that I can offer.

\_\_\_\_\_  
Program Director

I have reviewed the workshop plans for content and compliance with office policy.

\_\_\_\_\_  
Program Division Administrator

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ALL EXPENDITURES AND INCOME FOR THE ABOVE EVENT MUST BE CODED  
WITH THE 33-DIGIT PROGRAM NUMBER SHOWN BELOW.

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ . \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

\_\_\_\_\_  
Director, Internal Business Services