

Wells High School
Student Activities
Information for New Account Request

FOR OFFICE USE ONLY

Acct# _____

Date: _____

Date of Request: _____

Name of Group/Club: _____

Club Advisor(s): _____

(Printed Name)

(Signature)

(Printed Name)

(Signature)

Club Treasurer: _____

(Printed Name)

(Signature)

Purpose/Function of Group/Club:

How is account to be funded: _____

(i.e.: company/organization funds, local donations, fundraising)

Please be sure to follow these simple steps:

1. When requesting monies to be disbursed, obtain a **GREEN Check Request** slip
2. When depositing monies into account – complete a **PINK Deposit Slip**
3. Please provide **name/address/phone number** for any person(s) or business receiving a check
4. Please allow **2 weeks** for checks to be processed for payment

**If you have any
questions, please see
Mindy Staples or Jack
Molloy**

**Please feel free to call or email us if
you have any questions:**

Mindy Staples
Principal's Secretary
207-641-6969
mstaples@wocsd.org

Jack Molloy
Student Activities Director
207-646-7011
jmolloy@wocsd.org