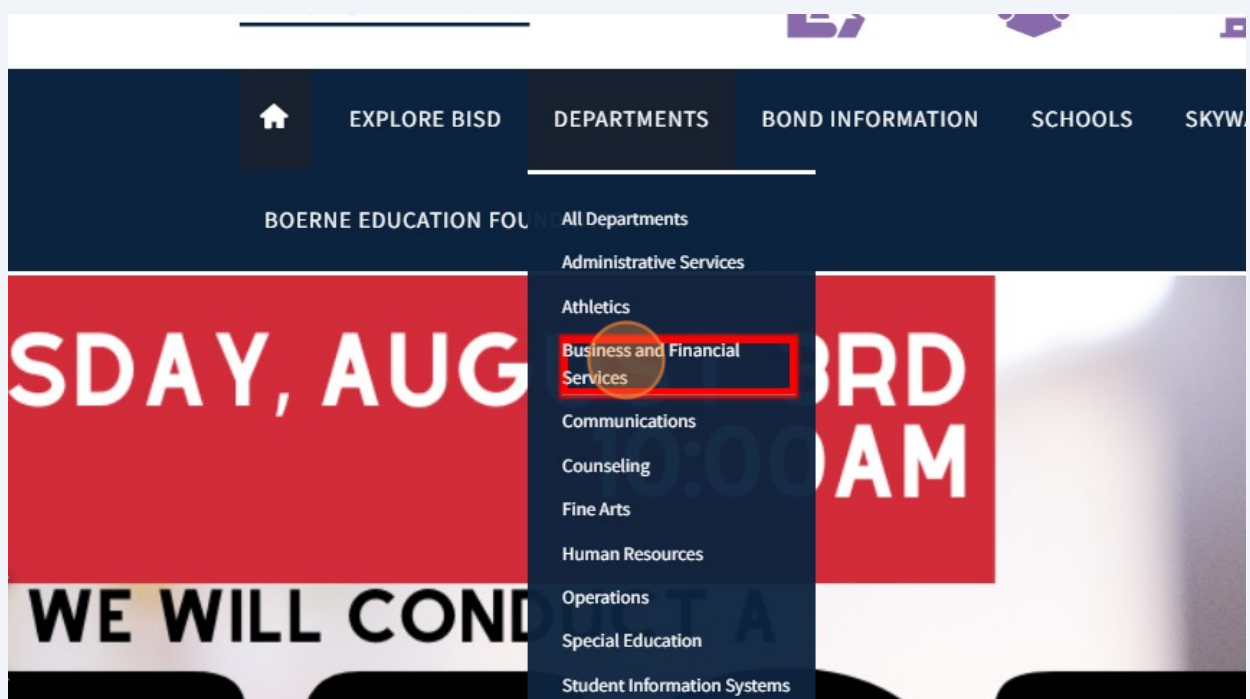


How to Access and Fill Out Activity Fund Approval Forms

1 Navigate to www.boerneisd.net

2 Click "Business and Financial Services"



3 Click "Activity Funds"

- Child Nutrition
- Booster Club and PTO Guidelines
- + Financial Transparency
- Financial Accountability
- Debt Transparency
- Informational Postings Home
- **Activity Funds**
- Unclaimed Property
- ESSER III Funds
- School Board Contact
- Open Records Requests
- Who to Contact

management and data q
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Information on the distri
found on the [Texas Educ](#)
Indicator System is a con
School District.



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4 Choose appropriate form needed (reference Activity Funds Sponsor Manual)

ONLINE ACTIVITY FUND FORMS

[How to Access & Fill Out Activity Fund Approval Forms](#)

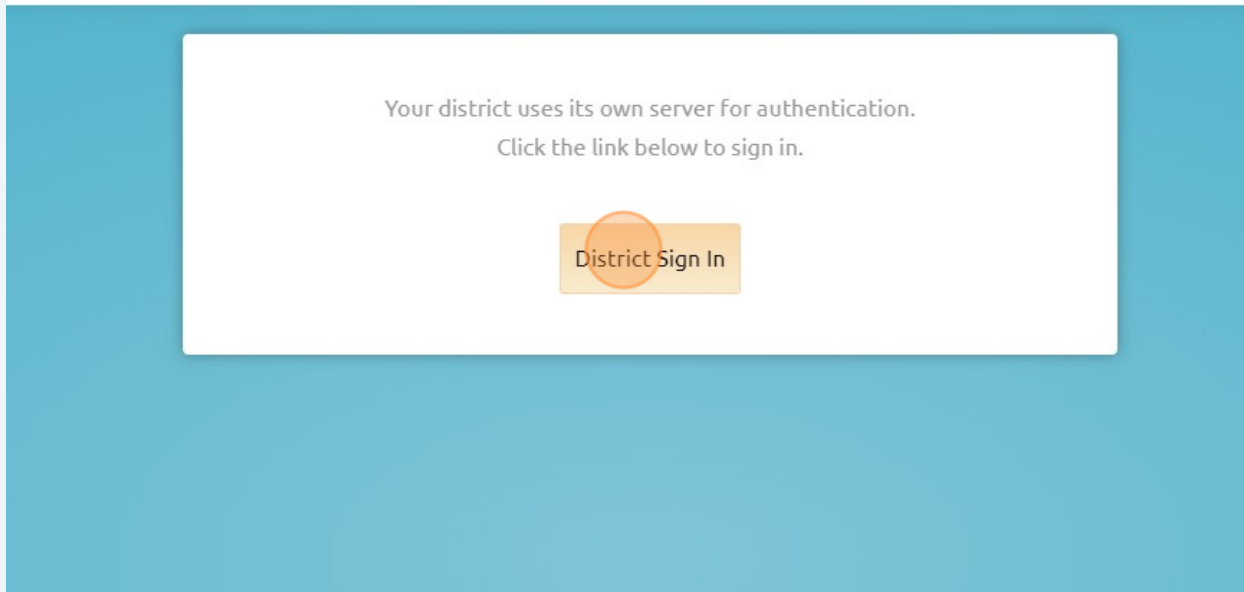
[AF-4: Fundraiser Application & Authorization](#)

[AF-5: Fundraiser Profit/Loss Statement](#)

[AF-6: Authorization to Collect Funds from Students & Employees](#)

5

Click "District Sign In"



6

Sign in using your District computer log in.



Sign in using your Boerne ISD username



NOTICE: New log on procedures below.



STUDENTS: Please sign in with your BISD **username**.
Check with your teacher if you do not know your username.

STAFF: Please sign in with your BISD **username**

FORGOT PASSWORD?

If you forgot your password or are locked out of your

7 Click "Formspace"

 Sign up for the Eduphoria newsletter!
 Workshop Course Pending Survey Required



Aware

View student test data and perform district benchmarks



Facilities&Events

Manage inventory, reservations, and public calendars



Forethought

District wide curriculum management and lesson planner.



Formspace

Create and submit online forms.



Helpdesk

Request support and manage all of your requests.



Strive

Providing educators the information needed for professional growth.

Log Off


My Profile

8 Click "Submit New Form"

Search Forms



Form Options

 Submit New Form

9 Click "General Forms"

The screenshot shows the Formspace interface. On the left is a vertical sidebar with buttons: 'My Forms', 'Review', 'Reports', and 'Manage'. The 'My Forms' button is active. Below it is a dropdown menu labeled 'My Forms' with 'Current Forms' selected. The main area is titled 'Select a Category'. Below the title is a list of categories under the heading 'Form Category'. The categories are: 'General Forms' (highlighted with an orange circle), 'Digital Learning', 'Transportation', 'Payroll', 'Facilities', 'Administrative Services', 'Career and Technical Education', 'Food Service', and 'Safety and Security'. The text 'No current forms found' is displayed on the left side of the main area.

10 Select the form you'd like. (You will see the forms specific to your campus.)

The screenshot shows the Formspace interface. On the left is a vertical sidebar with buttons: 'My Forms', 'Review', 'Reports', and 'Manage'. The 'My Forms' button is active. Below it is a dropdown menu labeled 'My Forms' with 'Current Forms' selected. The main area is titled 'Select a Form'. Below the title is a list of forms under the heading 'Form Document'. The forms are: 'AF-4: Fundraiser Application & Authorization Herff ES' (highlighted with an orange circle), 'AF-4: Fundraiser Application & Authorization Champion HS', 'AF-4: Fundraiser Application & Authorization Boerne MS South', 'AF-4: Fundraiser Application & Authorization Curington ES', and 'AF-4: Fundraiser Application &'. The text 'No current forms found' is displayed on the left side of the main area.

11 Fill the form and submit.

The screenshot displays the Formspace web interface. On the left is a vertical sidebar with navigation links: 'My Forms', 'Review', 'Reports', and 'Manage'. The 'My Forms' section is active, showing a list of forms with 'AF-4: Fundraiser Application & Authorization' selected, dated 8/2/2023. The main content area features a title bar with icons for 'Save Draft for Later', 'Submit Form', 'Delete', 'E-mail', and 'Spell Check'. Below this is the form title 'AF-4: Fundraiser Application & Authorization'. The form fields include: 'Campus *' with an orange circle highlighting the input area; 'Organization: *' with an asterisk indicating a required field; 'What type of merchandise or service will be sold or provided?'; 'How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales)'; 'Vendor Name:'; and 'Representative:'. Each field has a corresponding text input box.