

# OSP Activity Setup Form

Activity Information		
Field	Required	Additional Info
Activity Name	Yes	31 character field
Activity Description	No	100 characters field
Grade Level	Yes	Values of K, 1st, 2nd – 12th, All, and NA
Course/ Class	No	31 character field
Price	Yes	Dollar amount field, 2 decimal places
Activity Date	No	The date the Activity is to occur or NA
Fund Account	Yes	Leave blank if unknown

Teacher/Sponsor Information		
Field	Required	Additional Info
Email	Yes	
Last Name	Yes	
First Name	Yes	

Period Offered Online		
Field	Required	Additional Info
Date to go Online	Yes	Date field mm/dd/yyyy - Defaulted to the system date
Date to go Offline	Yes	Date field mm/dd/yyyy - Activities are recommended to be setup each year, therefore should have an end date within the school year

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_