



Class Reunion Accounts Resource and Procedures

CLASS REUNION ACCOUNTS

Olathe Alumni Class
Representatives....

Consider this valuable
service provided by your
Alumni Association for a
secure way to access funds
before a future reunion!

The Olathe Public Schools Alumni Association (OPSAA) has a resource for graduating classes to designate funds to support future reunions. This hassle-free option takes the burden off an individual alum to keep track of money until a reunion and avoid paying possible monthly non-active bank account fees. It's as easy as having three graduates set up an account with OPSAA with no fees charged to the class representatives.

Alumni class representatives interested in putting their reunion money in an OPSAA designated account for future reunions use should contact the Alumni Association at **913-780-8182** or alumniassociation@olatheschools.org to discuss the procedures for opening such an account.

- Checks should be made out to the **Olathe Public Schools Alumni Association** with the high school name and class year in the memo line (example: ON Class of '61).
- There is no interest paid or fees charged on the money deposited in the OPSAA checking account.
- The Alumni Association requires three class members to sign a consent form for the deposit or withdrawal of money from the class account. See page 2 for the form kept by OPSAA.
 - One signee should be designated the “primary” person for the class account.
- Money from the class account will only be released to the person designated as the “primary” class representative on the consent form.
- Upon graduation or when organizing a reunion, monies need to be collected by the class representative to be deposited in the OPSAA designated class account. One check should be given to the OPSAA Treasurer.
- For disbursement of funds for reunion planning, the Alumni Association Treasurer will issue one or two checks to the “primary” person on the consent form to be used for reunion expenses. OPSAA will not issue direct checks for vendor invoices.
- The Designated Class representative may request their class money at any time by contacting the OPSAA Treasurer.
- Deposits can be made by mailing funds to the Olathe Public Schools Alumni Association office located at the district's Mill Creek Campus: 300 East Loula St., Olathe, KS 66061

Class Account Point of Contact

Olathe Public Schools Alumni Association

Date: _____

Amount Deposited: _____

High School: _____

Graduation Year: _____

Account Designees:

1) Primary Person

First Name: _____ Maiden Name: _____ Last Name: _____

Cell Phone Number: _____ Personal Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

2) Second Contact Person

First Name: _____ Maiden Name: _____ Last Name: _____

Cell Phone Number: _____ Personal Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

3) Third Contact Person

First Name: _____ Maiden Name: _____ Last Name: _____

Cell Phone Number: _____ Personal Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____



For Office Use Only:

Date requested disbursement: _____ Amount: _____ Delivered: _____

Date requested disbursement: _____ Amount: _____ Delivered: _____