

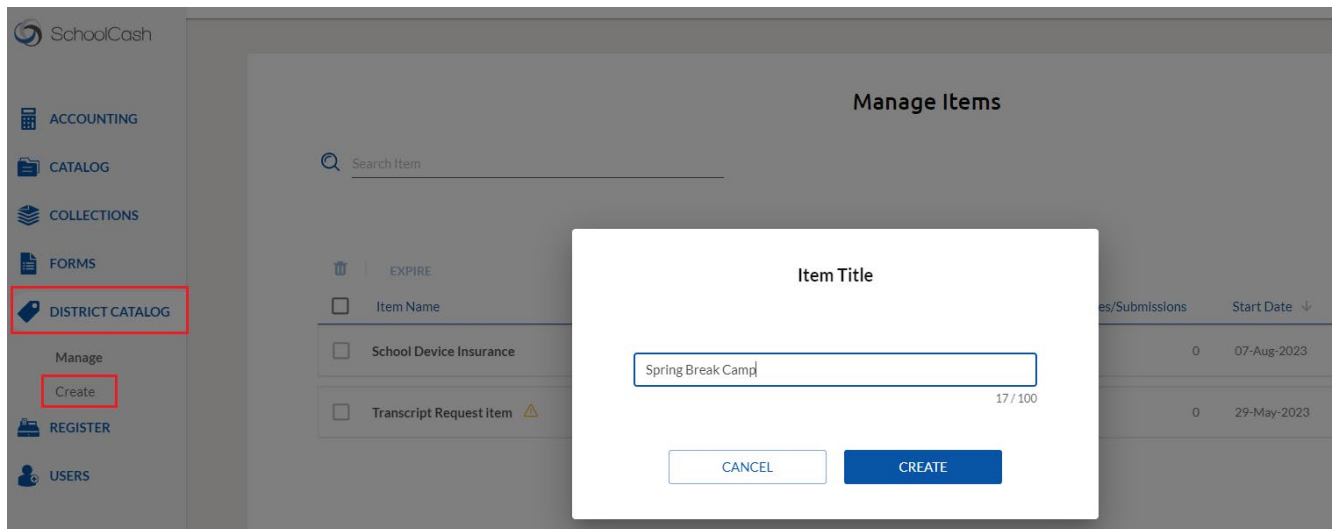
District Fee of the Month: Spring Break/Summer Camps

In this month's District Fee of the Month, we explore how to use the SchoolCash District Catalog to create Spring Break/Summer Camp items and manage the associated district-level fee. This is a great time to start planning and creating Spring Break/Summer Camp items that you can roll out in several schools and add in those fees to your district budget.

SchoolCash District Catalog allows districts to be in direct control of district level items and fees. Districts can create these items and attach them to multiple schools and/or students by themselves. You don't have to rely on and be in constant coordination with the school bookkeepers. You can also make use of features such as Waitlist (ability to create a waitlist per item), Manage Registrations (getting the option to approve, reject or waitlist each registration), Choice Quantities (managing item quantities at options/choice level individually) to manage registrations of Spring Break/Summer Camps across the schools more effectively. All funds that are collected will go to one centralized district bank account which provides consolidated management and reporting of these funds.

Let's walk through the steps to create a Spring Break/Summer Camp fee (or a similar district-level fee) using SchoolCash District Catalog.

To begin, select 'District Catalog' from the side menu ^{when} logging in with your District user credentials if you are using SchoolCash Accounting, or by select 'School Store' then 'District Catalog' from the home screen if you are using SchoolFunds Online. Then click on 'Create' and name your district fee item.



The screenshot shows the SchoolCash interface. On the left, the 'DISTRICT CATALOG' menu item is highlighted with a red box, and the 'Create' button below it is also highlighted. The main area is titled 'Manage Items' and contains a search bar and a list of items. A modal window titled 'Item Title' is open, showing a text input field with 'Spring Break Camp' and a 'CREATE' button. The background shows a table with columns for 'es/Submissions' and 'Start Date'.

Complete all required fields to build your item. All required fields are marked with red asterisks.

Note that the District Catalog guides you through the creation process using the top and side menus.

The transaction fees are automatically calculated and added based on the base price you set.

Status: Draft PREVIEW Changes saved. DELETE PUBLISH

Title: **Spring Break Camp**


Price: **\$103.00***
*Includes transaction fees

Add to CONTENT:

- Image
- Description
- Base Price
- Option
- Form

CONTENT FINANCIALS AVAILABILITY SUMMARY

Image REPLACE IMAGE



Description REORDER

Campers will enjoy fun games and hands-on activities (like crafts and juggling lessons), a day trip, outdoor recreations, and sing-alongs!

Our Spring Break Camp program encourages campers to have fun with a purpose, socialize with their peers, and learn to be confident campers. Led by award-winning children's entertainers and experienced educators, our staff design thoughtful, fun activities that encourage, excite and inspire.

Base Price REORDER

Amount	Transaction Fees	Listed Price
\$ 98	+ \$ 5.00	= \$ 103.00

You can add options and choices and individually price them as shown below. Again, the transaction fees are automatically calculated.

Status: Draft PREVIEW Changes saved. DELETE PUBLISH

Title: **Spring Break Camp**

Price: **Starting at \$103.00***
*Includes transaction fees

Add to CONTENT:

- Image
- Description
- Base Price
- Option
- Form

CONTENT FINANCIALS AVAILABILITY SUMMARY

Options REORDER

Option 1*

Camp Swag

Click here to type a description for this option.

Choices

Choice Name	Amount	Transaction Fees	Listed Price
Hat	\$ 9	\$ 1.00	= \$ 10.00
Key Chain	\$ 5	\$ 1.00	= \$ 6.00
Water Bottle	\$ 7	\$ 1.00	= \$ 8.00

ADD CHOICE

You can optionally attach a form (create a new one or attach an existing one). Note, you need to have access to the SchoolCash Forms product to use this feature.

You can then access the **financials** to select the district bank account, **category** for SchoolCash Accounting users or account for SchoolFunds Online users, or choose to switch on Scheduled Payments for this item.

Next, you can choose who you want to make this item available to **under** the 'Availability' section. You can choose multiple schools, students or grades or even make this an unlisted or a public item. You can also add a waitlist and the quantity limit for choices in here.

Title:
Spring Break Camp

Price:
Starting at \$103.00*
*Includes transaction fees

Add to AVAILABILITY:

- Attachment +
- Quantity Limit / Waitlist - Item +
- Quantity Limit - Choices +

CONTENT
FINANCIALS
AVAILABILITY
SUMMARY

Attachments

Attachment 1*

Attachment 1

Attach to

Students
 Public
 Unlisted

Select an attachment type

+ ADD ATTACHMENT

To enable a waitlist, change the toggle to 'Yes' and to enable Manage registrations, select the checkbox that says, 'Require all registrations to be reviewed...'.
 Click

Title:
Spring Break Camp

Price:
Starting at \$103.00*
*Includes transaction fees

Add to AVAILABILITY:

- Attachment +
- Quantity Limit / Waitlist - Item +
- Quantity Limit - Choices x

CONTENT
FINANCIALS
AVAILABILITY
SUMMARY

Quantity Limit - Item

Quantity Available*

Unlimited

Require all registrations to be reviewed and accepted, declined or waitlisted (if waitlist has been enabled)

Waitlist

Enable Waitlist? +

No
 Yes

Waitlist Limit*

The first 100 registrations will be accepted automatically and the next 20 will be put on a waitlist. Once the waitlist reaches 120, the item will appear as SOLD OUT on SCO.

A best practice is to include refund information for waitlisted items within the [description](#)

The 'Summary' section lets you review all the details of this District Fee item. You can also click on 'Preview' at the top at any time to preview how this item will look in SchoolCash Online to parents/guardians. Click or select 'Publish' to make the item live.

Status: **Draft** PREVIEW Changes saved. DELETE PUBLISH ?

CONTENT FINANCIALS AVAILABILITY **SUMMARY**

SPRING BREAK CAMP

Description


Camper's will enjoy fun games and hands-on activities (like crafts and juggling lessons), a day trip, outdoor recreations, and sing-alongs!

Our Spring Break Camp program encourages campers to have fun with a purpose, socialize with their peers, and learn to be confident campers. Led by award-winning children's entertainers and experienced educators, our staff design thoughtful, fun activities that encourage, excite and inspire.

Base Price
\$103.00

Option 1 - Camp Swag

Hat	+\$10.00
Key Chain	+\$6.00
Water Bottle	+\$8.00

 1 choice must be selected for this option

Financials ?

Availability ?

PREVIOUS PUBLISH

Tip: The product has tooltips denoted by blue question mark icons. These tooltips will guide you through what the button does.