

Procedure - Associated Student Bodies

The Associated Student Bodies (ASB) in the schools of the district will operate within the following guidelines:

Structure

- A. ASBs are mandatory in grades 7 through 12 whenever students engage in money raising activities with the approval and under the supervision of the district. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the district must be administered in the same way as ASB money. The school principal is designated to act as the ASB for K-6 school buildings; and
- B. The school board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets and warrants.

Financial Operations

- A. The district must have an ASB program fund budget approved by the school board;
- B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money;
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card or petty cash funds;
- D. ASB purchases must comply with state bid procedure as outlined in the district bid requirements policy and procedure. Purchases of the same goods or services for more than one school must be considered together when establishing the purchase amount and applicability of bid requirements;
- E. All property acquired with ASB moneys becomes property of the school district;
- F. Associated student body groups may raise private nonassociated student body fund moneys through fund raising and donations for scholarships, student exchanges and charitable purposes. Such fund raising and donation solicitation must meet the requirements for other ASB fundraising and those requirements specific to nonassociated student body funds, including clear notice to all donors of the purpose of the fund raising. The nonassociated funds will be held in the Private moneys account in the ASB Fund. Students wishing to use district facilities to raise private non-associated student body funds must comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private nonassociated student body fund money, the district will recoup its costs;
- G. Purposes that directly further or support the school district's program — both co-curricular and extracurricular — are suitable uses for ASB funds, if the activities are optional for students; and
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. Funds may be used to recognize individuals with an award of nominal value and an award that has no private benefits. Private nonassociated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to district policy and procedure.
- I. ASB funds may be used to purchase uniforms or uniform parts. These uniforms may be awarded or sold to the students at the principals' discretion at the end of the uniforms usefulness.

- J. Students who take part in fundraising activities may use their profits toward the purchase of uniforms, uniform parts, or trip fees. Advisors would determine the profits available to be used toward the uniform or uniform parts. Students have no ownership of funds.
- K. Nominal value is determined to be \$30.00
- L. ASB funds may be used as incentive awards as long as the nominal value is not exceeded. Regular ASB fundraiser incentive limits should be no more than \$30.00 in value per student and to no more than 25 students per fundraiser. School wide fundraiser incentive limits should be no more than \$10.00 in value per student available to all students who participated per fundraiser. All incentives will be limited to 10% of total revenue per each fundraiser. The annual aggregate incentive limit will be \$5,000 per building. Fundraisers must be profitable to be able to issue incentives. Money or any other items that fall outside the normal scope of the district's goals and values are not allowed. All third party donations to be used as incentives must have the approval of the building principal. Exceptions need to be approved by the Superintendent.
- M. ASB funds may be used for Coaches clinics. This is viewed as a betterment of the extra-curricular sports program. Clinics will be financed based on funds availability and coaching standard needs. Funds will be distributed at the discretion of the Athletic Director.
- N. ASB funds may be used for summer or school year camps. Camps are viewed as a betterment of the extra-curricular activities. Funds for camps will be fundraised for or direct payment from students. All fundraising rules and procedures shall be followed when depositing or requesting payments to vendors. All funds for camps will be deposited prior to camp activity. When ASB funds are used, this travel becomes sponsored by the school and all travel rules will be followed.

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