

# SOUTH KITSAP HIGH SCHOOL

## ASB HANDBOOK

Revised 6/2015

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## REQUIRED FORMS LIBRARY

✓ Fundraising Activity Check Off List	✓ Shipment Return	✓ Overnight Travel Form with Students
✓ Fundraising Activity	✓ Credit Return/Merchandise	✓ Overnight Travel Form w/o students
✓ Charitable Fundraising Activity	✓ Check Request	✓ ASB Imprest Fund Check Authorization
✓ Parent Permission to Fundraise	✓ Request for Quote	✓ Procurement Cardholder Agreement
✓ Fundraiser Check out inventory report	✓ Request for Purchase	
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✓ Fundraising Recap & Profit Analysis	✓ Monetary Donation Agreement	
✓ Ticket Sales Report/Reconciliation	✓ Equipment/Material Donation Agreement	

## GENERAL INFORMATION

The foundation for the existence of an Associated Student Body (ASB) Fund is that student involvement in activities outside the regular curricular program is an integral part of a complete educational program. Student involvement in these extra-curricular programs adds to the student's educational experience and enhances the overall educational process. Extra-curricular opportunities are designed to enrich classroom learning by providing activities which allow students to experience first-hand situations. ASB activities encourage student participation through teamwork and social interaction. Planning, problem solving and goal setting are some of the skills learned through the ASB experience.

ASBs are mandatory in grades 7 - 12 whenever students engage in money raising activities with the approval and under the supervision of the district. Each building must have a separate constitution. (WAC 392-138-011) Associated Student Body Organization is defined in WAC 392-138-010 (1) A formal organization of students, including subcomponents or affiliated student groups such as student clubs, which is formed with the approval, and operated subject to the control, of the board of directors of a school district in compliance with this chapter. (2) "Associated student body program" means any activity which (a) is conducted in whole or part by or in behalf of an associated student body during or outside regular school hours and within or outside school grounds and facilities, and (b) is conducted with the approval, and at the direction or under the supervision, of the school district. (3) "Central district office" means the board of directors and/or their official designee to whom authority has been delegated to act in their behalf.

In order to have ASB activities, Washington State law requires each school to establish a student government. ASB officers have many responsibilities for the management of the ASB budget and the club and class activities and fiscal operations.

The complete success of the ASB depends heavily on the input and support of the student representatives for the classes and clubs. (WAC 392-138-025) The students must have adult supervision to properly administer the ASB programs, but that supervision must not exclude student participation in determining the use of the money. (WAC 392-138-120, WAC 392-138-125 and WAC 392-138-210)

All activities of a secondary school (Grades 7-12) must have student approval and supporting documentation must bear evidence of student approval. Student approval may be satisfied by signatures on requisitions, purchase orders, payment orders, or disclosure in the minutes of the ASB student council. Students authorized to approve transactions should be designated by the governing body.

Each individual ASB (school) is required to establish a constitution for self-government which is approved by the Board of Directors. The constitution should, at a minimum:

- Establish the organization of the ASB such as officer positions and responsibilities, advisory positions and responsibilities, who can be a member, how to establish a club, timelines for elections, budget preparation etc.
- Establish rules/limitations on the collection of private funds.
- Must establish procedures to ensure compliance with all state and school board policies regarding procurement and disbursements including student approval at all levels.

## **SCHOOL BOARD INVOLVEMENT**

The SKHS Board of Directors has authority over ASBs and ASBs are subject to the same laws as the other funds of the school district including accounting procedures, budgets and warrants. [RCW 28A.325.120] (WAC 392-138-013) Since the financial resources of the ASB Fund are public resources, the SKHS Board of Directors and its designees are responsible for the protection and control of these resources. These funds are subject to the same close scrutiny and review regarding record keeping as the other funds of the district.

Final approval of ASB Funds rests with the SKHS Board of Directors, but the students determine what activities will constitute the ASB program. The ASB officers, with the guidance of the primary advisor and ASB Bookkeeper, annually develop an ASB operating budget with projected income and expenditures. This budget process includes:

- All income and expenditure proposals for all clubs and classes.
- Information sufficient to allow the officers to make informed decisions.
- School approved budget submitted to the Superintendent for approval by the Board of Directors.

## **SUPERVISION**

Supervision of ASB activities is required to ensure that the students are in compliance with state and district laws, rules, regulations and policies. Supervision is also necessary to ensure the welfare of the students. Advising student activities requires time and effort. It is essential that each advisor contributes enough time and effort to a club or activity so that the club operates for the benefit of its members, the school and the community. Students should be encouraged to participate fully in all phases of club activities – from planning to record keeping – however they cannot be expected to manage their clubs and activities without advisor supervision. Students must be apprised of correct ASB procedures and advisors must carefully monitor students' use of these processes. Advisors are to provide direction, counseling and guidance in the supervision of these extra-curricular activities.

## **PRIVATE MONEY**

Privately students are still able to raise money as members of other organizations (scouting, church, etc.) but this activity cannot be done by an ASB or with school approval or district supervision on school time. Students may not use a school team or club name nor suggest representation verbally nor wear a school uniform during personal or private fundraising. (WAC 391-138-015) Exception: See section regarding Private Money for charitable fundraising for more information. The only source for ASB private money is from bona fide voluntary donations (6000 series accounts).

## **PARENT GROUPS/BOOSTER CLUBS AND DONATIONS**

This includes all volunteer organizations that do fundraising or collect money to support school programs. PTSA and other parent-faculty clubs, special interest parent groups and booster clubs are covered by this section. These organizations must be registered with the State of Washington Secretary of State, Charitable Contributions Division, as a non-profit corporation. They must be an IRS 501(c) (3) or (4) non-profit corporations. All fiscal transactions must be managed independent of the school district. **NO CO- MINGLING OF FUNDS.**

Although these groups are not governed the school district, they must follow certain local school district policies and procedures. District employees are discouraged from holding an official position or having signature authority with the Booster club due to potential conflicts of interest (RCW 42.23). School district employees should be involved only on their own personal (non-staff) time.

To legally solicit donations or fundraise, Booster Clubs must register with the Secretary of State as a nonprofit corporation as well as a charitable organization. Booster Clubs must also carry liability insurance for their activities, particularly when renting district facilities.

**Booster Clubs must meet all of the following criteria:**

- If there is a contract involved, the Booster Club must have signed the contract in accordance with their bylaws.
- Must have been involved in the creation and planning of the activity as well as the implementation, operation, and management of the activity.
- Must provide the majority of manpower for the activity through its non-student volunteer members.
- Must have a properly structured committee for the activity.
- Must provide insurance for the activity.
- Must handle all financial aspects of the activity including; product management, sales, and security of assets.
- Must be approved by the Booster Club membership or Executive Board.
- Must be a part of the organizations budget.
- If students are being asked to participate, it must be clearly advertised that the activity is a Booster event. Students are discouraged from collecting money. A contract between the Booster Club and the ASB is advisable when students are asked to work for the Booster event due to the distribution of funds.

Parent Booster clubs are separate entities from the school and school district. They generally support and supplement the athletic and music programs of a specific school although they can also support other school activities. All such groups must follow school board policy regarding recognition of the school district.

**PTA/PTSA**

PTA & PTSA, in cooperation with the school administrative staff, are very helpful, needed, and can be an enriching component to the school climate. These groups must be registered with the National Congress of Parents and Teachers and the Washington State PTA. PTO is not a "school-related organization. If the PTA holds a fundraising activity at a school, on or off school district property, or involving students, and is conducted at the direction or under the supervision of the PTA—the money belongs to the PTA

## RESTRICTIONS ON THE USE OF PUBLIC FUNDS

ASB funds are designated as public funds of the school district per RCW 28A.325.020 and RCW28A.325.030. As public funds of the district, the district must control and account for student body money within the legal parameters governing public funds. This results in certain restrictions on the use of these funds.

Some particular restrictions that cause the most confusion are:

- ASB funds can only be used for legitimate activities of the Associated Student Body.
- ASB funds cannot be used for any personal or private use.
- ASB funds cannot be used for anything under the general heading of gifts, including charitable donations, scholarship or student exchange.

Expenditures for charitable donations, scholarships, and student exchange may be made only from legitimate ASB private, non-associated student body money subject to board policy and specific controls.

While it is constitutionally prohibited to make a gift of public funds, it may be legal to give prizes or awards in recognition of achievement under certain conditions. The distinction between gifts and prizes or awards is made based on the following:

- Items given to individuals should be of nominal value. For example, a letter jacket or pen and pencil set would be disallowed, but an inexpensive pin, plaque, trophy, or athletic sew-on letter may be allowed since they have nominal value and no functional use.
- Allowable items cannot be of more than nominal value. For example, a plaque is not considered a gift if it is within reasonable cost for such an item. The determination of "nominal value" is admittedly subjective and a definite dollar amount cannot be set. This determination will be left to the judgment of the ASB administrator in conjunction with the district policy. Cash awards and cash equivalents such as gift certificates are not considered appropriate or prudent and may place the district at risk, as it is not able to control how the money is spent.
- If the item is of a personal nature and of greater than nominal value but will be retained by the Associated Student Body, this is not considered a gift. For example, sweaters for Pep Club can be purchased for use in the club activities; however, the individual cannot retain them.

It is also legal to give prizes in a raffle designed to raise funds in the ASB, provided the money collected is at least as much as the value of the prize(s) being raffled off. There are specific requirements that must be followed in holding a raffle.

Some examples of payments that have been determined to be gifts and **NOT ALLOWED** are as follows:

- An appreciation lunch was given to volunteer workers. This is either a payment for their services in which case they cease to be volunteers and have received a salary, or it is a gift. The exception to this is providing light lunches or refreshments during or near the time the volunteer services are provided. The district's policies for such light refreshments must be met.
- Flowers that were purchased for someone in the hospital.
- Food that was purchased for a needy family. Nonassociated student body funds raised by students in their private capacities could be used for such purposes provided they are permitted by district policy.
- Refreshments that were purchased for non-student meetings.
- Membership fees that were paid for a professional association for non-students.

The use of ASB money for curricular activities is strictly prohibited. ASB money can only be used for noncredit extracurricular events (activities) of the district (RCW 28A.325.010).

## **PURCHASING**

Activities conducted by ASB student groups with school approval or with district supervision **on or off** school premises are ASB and, therefore, all money raised must be deposited to the Associated Student Body Fund.

All purchases are to show evidence of **prior** student approval through a budget item and a record of disbursement through the student activity meeting minutes. All expenditures (payments) must show evidence of student approval.

Purchases are to be made with an ASB purchase order or district procurement card. Follow school district purchasing procedures for *expending public funds*.

## **PAYING BILLS**

Bills are to be paid by school district warrant. All bills, receipts or invoices require a **staff signature** to indicate the merchandise has been received; **in addition, a student signature is required in order to pay the bill from student funds (secondary schools)**. Follow district procedures for payment processing.

## **DEPOSITS**

All money received must be deposited into the school district depository bank account via the ASB Bookkeeper. Receipts are required; they provide a record of responsibility, verify amounts and record whether \$\$ received was cash or check.

Revenue for the ASB Fund comes from three sources:

- Fees
- Fundraisers
- Donation

## FEES

The SKHS Board of Directors is responsible for setting all fees for the district, not the school buildings. Each activity is to maintain activity records. These records constitute the club history. Records are to be maintained and may be reviewed by the State Auditor's Office.

## ACTIVITY RECORDS

Each ASB club or activity is assigned an account number. This number is unique to the activity and is used on all deposit information and purchase orders.

## CLUB MEETING MINUTES

Club minutes are permanent records; do not dispose of them! ***(USE MINUTES TEMPLATE FORM/COPIES ARE AVAILABLE IN ASB)*** or on the SKHS shared drive. All clubs must provide minutes, student council minutes are to be submitted to ASB within 5 days of a meeting.

## ASB ACCOUNTS

**The school ASB bookkeeper is the building's ASB bank.** Clubs/Activities should compare their records with the bookkeeper's account balance periodically. All ASB funds must be deposited with the county treasurer. Schools cannot have their own checking accounts other than imprest funds. See District Policies for additional information on Imprest accounts.

An ASB imprest fund is a district checking account established at a local commercial bank to allow schools to make minor disbursements of check for certain approved purchases. For additional processes see the WASBO ASB Procedures Manual "Imprest Fund Checking Accounts" and WAC 392-138-120.

## EXPENDITURES

ASB expenditures are to be processed in the same manner as all other expenditures of the district. Additionally, ASB expenditures must show student approval prior to issuing a P.O. and show approval before payment can be made.

## SUMMER ACTIVITIES

**Plan Ahead for Summer Activities** - Arrange to make summer deposits with the ASB Bookkeeper or primary advisor. ***All summer activities are to be approved before conclusion of the school year while students are still in attendance.***

## PAYING DISTRICT EMPLOYEES

All ***district employees must be paid through the district payroll office***; the ASB will then reimburse the school district General Fund for services rendered. If you are paying people who are not currently SKHS employees, they **must** complete all payroll forms including the I-9 **before** they perform any duties for the district (Federal law). Obtain the necessary forms from Human Resources, Payroll Office, or online. Once the work has been completed, employee must fill out a **Timesheet** and/or Form 78.



## CONTRACTUAL SERVICES

DJ's, bands, and other self-employed groups are required to complete a consultant's contract and W-9. Consultant contracts must be signed by the Assistant Superintendent of Business and Operations. The forms and other information required can be obtained from the ASB Office and must be provided **before** consultants/vendors can be paid and all consultants/vendors must submit an invoice.

### ASB Musts:

- Must have students approve all disbursements in writing in advance. (WAC 392-138-050 and 055)
- Must keep a positive balance in every club and class at all times. (WAC 392-138-050)
- Must exactly record cash and checks from the receipts to the deposit slip and deposit daily. (RCW 43.09.240)
- Must explain all voids and refunds and when receipts don't match deposit (in writing).
- Must comply with the Bid Law. (WAC 392-138-065)
- Must stay within your approved budget. (WAC 392-138-050)
- Must keep adequate inventory records on school store items and reconcile sales to money periodically.
- Must use your common sense and if your common sense needs backup, call the accounting office for advice.

### ASB NO-NO'S:

- Never fail to do an ASB Must.
- Never lie, cheat, steal, nor tolerate those who do.
- Never use generic "Readiform" receipts. All monies must be receipted in the BLUEBEAR cash register system or district pre-numbered receipts must be used.
- Never use white out, pencil, or scribble out anything.
- Never throw away source documentation.
- Never cash checks out of the ASB change fund or fundraising receipts.
- Never allow an advisor to run a club or activity "outside" of the district records.

## 10 Golden Rules of Finance for Coaches and Advisors

1. Do not buy uniforms unless they are pre-approved and on the rotation schedule.
2. Do not sign contracts with vendors. All contracts must be signed by the Assistant Superintendent of Business and Operations.
3. All fundraising activities must be requested and approved through the ASB Student Council **PRIOR** to beginning a fundraiser. Fundraising packets are available in the ASB Activity Office or on the district website.
4. Keep an inventory of all resale items. Examples include hats, socks, jerseys and practice gear. The State Auditor can ask you for these records as well as inventories of uniforms and equipment.
5. Keep records of all student registrations, amounts paid and attendance at ASB sponsored camps. When camp is complete, send all documentation to the ASB Bookkeeper's Office for auditing purposes.
6. Verify that Booster Club fundraising is not an ASB activity. Money raised during the school day, on school property, using school personnel, or school materials is ASB money. If approved by the district & a staff person in charge, off-campus events with students are also ASB. A good question to ask yourself, "**Would a reasonable person in the community think that this was a Booster Club or a School sponsored activity?**"
7. Request **PRIOR** approval to expend ASB funds before making a purchase – **PLAN AHEAD**. Do not purchase anything with your own money without prior approval (you might not be reimbursed). Do not use cash from a sale to buy or pay for anything like food, decorations or additional inventory. These actions are not legal per state law.
8. Pre-numbered tickets or a point of sale receipting system must be used for all activities for which admission is charged. **PRIOR to the event** request a cash box, tickets, ticket sellers report from the ASB Bookkeeper. The ticket sellers report will be kept on file with the Fundraiser Approval for auditing purposes.
9. Please advise the ASB BOOKKEEPER when you receive items ordered via email, fax, or in person by submitting the invoice. **This is the only way vendors get paid.** Copy the packing list or invoice for the ASB Fundraiser file.
10. If in doubt...ask questions. Don't assume! Call the Athletic Director, Primary ASB Advisor, ASB Bookkeeper or Accounting Office with your questions. They are available to help the activity achieve a successful event!!

## STUDENT STORES

Student stores are a component of the CTE department. Student stores work hand-in-hand with ASB since the account operates under the umbrella of ASB law. Student store must have adult supervision when in operation. A minimum of two people should be present when the store is operating. Student workers should not eat or drink while working in the store. Store workers are responsible for receiving the correct amount of money from customers for purchases; count the money received from the customer, and return the necessary change before placing any money in the cash drawer. If food is being served all workers must have a Food Handlers Permit. At closing time, all monies must be given to the ASB Bookkeeper. The bookkeeper will verify the money is received. There must be a physical hand count of inventory at all times, and should be conducted monthly. See the WASBO manual for additional processes and procedures.

## REQUIREMENTS FOR YEARLY AUDIT

Student council constitution (and bylaws) in place	Prizes and awards are approved and nominal in nature
Official minutes of student meetings kept on file in ASB Bookkeeper's office (keep archives forever)	All School District policies are followed for expenditures: Purchase orders, Procurement Cards, approval, bids or
Club constitutions and minutes kept on file in ASB Bookkeeper's office or Principal's Office.	Procedures are followed for maintaining inventory.
Student officers approve all clubs and student activities budget, fundraisers, and expenses.	All equipment purchased with ASB funds are annually inventoried and reconciled.
Pre-numbered tickets, receipts, or cash register receipts are always used when money is collected.	The combination of the safe is changed when key staff turnover.
All moneys are counted before transferring between students and staff, and verified.	All tickets are recorded in a ticket log, accounted for and sales are compared to deposits and ticket reports.
Receipts are always noted as cash or check accepted.	All fundraisers are pre-approved by students and staff.
All moneys are deposited within one working day and are intact	All fundraisers are reconciled at the end of the sale.
All forms are prepared and submitted per district policy.	All receipts, tickets, purchase orders, and other pre-numbered documents are secured, and reconciled on a regular basis.
All NSF Checks are followed up on a timely basis.	All funds raised as Private Moneys are restricted and to use as stated by the donor.
All expenditures are used for extracurricular optional, non-credit activities that are Cultural, Athletic, Recreational, or Social in nature.	Procedures are followed to ensure no club, sport or activity spends more funds than it has available. Students can approve loans, but documents must be in place to track loans and the terms of repayment.
The purpose of expenditures are noted and approved by student officers as outlined in the constitution or bylaws.	Student officers approve monthly financial reports and budget comparisons.
All records of fundraisers are kept together and in ASB Bookkeeper's Office for audit purposes.	Private moneys from Parent Support Groups are clearly separated from ASB and school accounting.

**Food and Fundraising \*\*Always check with the local County Health Department for details and exceptions**

Issue	Concern	Precautions	Legalities**
School store	Storage or prep contamination, wrong holding temperature.	Have health cards for all workers, unless only prepackaged foods are sold.	Health cards and health permit required when there are unpackaged foods.
Athletic Concessions	Storage or prep contamination, wrong holding temperature, and/or bare hand contact with foods.	Follow hot & cold storage guidelines. Use disposable gloves and have hand washing available when there are unpackaged foods. No homemade foods (chili, soup, etc)	Health cards and health permit required when there are unpackaged foods.
Bake sales	Contaminated kitchen or prep areas. Hazardous products like cream pies or custards need temperature control and cannot be made in home kitchens.	Most counties allow bake sales with home prepared, non-hazardous, baked goods like cookies, cakes and pies. Use disposable gloves or bakery papers to handle unwrapped foods.	Most counties exempt bake sales from permits and from food worker cards. *Check with your local health department.
Fund Raisers (e.g. cookie dough, pizza)	Contaminated kitchen or prep areas.	Follow hot & cold storage Guidelines.	Some counties require a temporary permit for pizza sales. *Check with your local health department.
Ethnic events (e.g. language club feasts)	Storage or prep contamination, wrong holding temperature prior preparation, cooling, reheating.	Prepare in permitted kitchen with health cards for worker. Private parties are exempt.	Not allowed if public is invited. Private classroom parties are exempt from permits and food worker card requirements. Sales to the general public or to the whole school may require permits. *Check with your local health department.
Catering (e.g. PTA cookies, spaghetti feeds, etc)	Contaminated kitchen or prep areas.	Supervise by an adult.	Supervise by an adult. Cookies are usually exempt (like bake sales) but a catered spaghetti feed would require a temporary permit.
Vending Machines	Very little concern if food is made by outside companies. Food products should be examined for safety concerns when there has been a power outage.	Security to avoid food vandalism or contamination.	Supervise by health cardholder.
Sports Potlucks	Storage or prep contamination, wrong holding temperature.	Follow hot & cold storage guidelines.	Not allowed if public is invited.
Ice Cream Feeds	Contaminate preserved in the cold product.	Use disposable gloves.	Permit needed if public event. None required if private party for an identified group.
Pancake Breakfasts	Contaminated kitchen or prep areas.	Have health cards and disposable gloves for all workers.	Permit needed if public event.
Lunch BBQ	Under cooking meat.	Have health cards for all workers. Cook all hamburgers well done. Use a thermometer to insure burgers are cooked properly. Wear gloves for assembly of	Permit needed if public event.

## Food and Fundraising (Continued)

High-risk foods: Eggs, Dairy, Meat/Poultry/Fish, Sliced melons, Sauces, Cooked plant food, Pies, Sprouts, Pastry, Garlic in oil, and Pasta. All Home-canned items are not allowed.

High-risk groups: Children under 8 years old; pregnant women; People taking antacids, antibiotics, chemo, or recent surgery; HIV patients; People with severe allergies (nuts, cola, citrus, sugar)

Best precautions against food borne illness: Wash hands, wear disposable gloves, control hot and cold holding, send sick employees home.

Local health permits: Every county health department sets its own policies regarding permitting. Most counties have or will work with schools to develop reasonable permitting scenarios for school food events and fundraisers. Call your county health department contact person. Food Worker Cards: Required only for food workers who handle unpackaged foods. For permanent locations (concession stands, school stores, etc.), all workers who handle unpackaged food need to have a card. For temporary locations that are also open to the "public" (fundraisers, one-time-only events, etc.), at least *one person* needs a card.

## ADVISOR DUTIES/GENERAL SUPERVISION

- Supervision of an activity is essential for any advisor.
- All students need guidance as they participate in extracurricular activities.
- Always be a strong example of leadership by following all SKHS policies and complying with state law. If an advisor "bends" school policies, what will the students do? Part of the responsibility of being an advisor is setting a good example.
- All SKHS advisors/coaches MUST sign the Advisor's agreement to document their understanding of their duties and responsibilities that they are accepting. (See Advisor's Agreement)

## GENERAL THINGS TO KEEP IN MIND

- Schedule facilities ahead of time.
- Inform students as to expectations regarding behavior.
- Be visible and available for all activities, meetings, and projects.
- Make sure that the equipment and supplies are in good order.
- Enlist the help of parents for assistance with supervision but always with a staff person present.
- Follow SKHS policies regarding discipline and safety.

## PRIMARY ADVISOR DUTIES (Assistant Principal)

- Administer the ASB program for the school.
- Appoint activity advisors to all student activity groups.
- Supervise the preparation of the annual budget.
- Supervise fundraising activities, cash handling and reconciliations.
- Submit any new activities proposed by the students to the SKHS Board of Directors for approval.
- Review and approve the annual financial budget.
- Coordinate the implementation of the annual financial budget:
- Approve projects of student activity groups
- Approve purchases.

## ACTIVITY ADVISORY DUTIES

- Monitor purchase orders, follow correct SKHS operating procedures.
- Guide and supervise club activities and ensure compliance with the law.
- Monitor fundraising activities, cash handling and reconciliations.
- Set expectations. Clarify. Plan. Set objectives. Supervise and evaluate students and activities.
- Maintain inventories (Equipment, uniforms, etc.)
- Know what activities are taking place, utilize creativity, and demonstrate skills and preparedness.
- Prepare and monitor club budget.
- Responsible to communicate to students, primary advisor, ASB Bookkeeper and administrator timeframes, facility usage, and responsibility.
- Act as a role model.
- Coordinate and schedule activities, schedule meetings
- Supervise election of officers
- Attend advisor trainings and workshops
- Complete year-end evaluations

## STUDENT RESPONSIBILITIES

PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER	SERGEANT AT ARMS	ALL OFFICERS
Run chapter meetings	Supervise committees/special committees	Prepare, read, and submit minutes to Assistant Principal in charge of ASB	Maintain accurate financial records by working closely with ASB Bookkeeper	Ensure the meeting room is prepared for meetings with necessary equipment and supplies	Work as a team
Maintain order	Know Presidents role	Assist President in preparing agenda	Oversee fundraisers ensuring documentation is accurate and correct and submitted to ASB Bookkeeper in a timely manner	Maintain meeting room environment	Encourage and promote membership/participation
Work with officer teams	Take charge of program of activities	Maintain records of student council minutes and other correspondence and ensure original minutes are submitted to the Principal	Assist with preparation of budget	Assist with special features and refreshments	Have a clear understanding of parliamentary procedures
Keep members informed	Keep a resource file	Read communications at meetings	Understand all state laws as they pertain to ASB monies	Attend doors and welcome visitors	Have a clear understanding of Constitution and By-Laws
	Take charge of standing committees		Prepare treasurers report for meetings		Lead by example
			Communicate and work with Advisor		Accept responsibility
			Assist with program of activities		Have good public relations skills
			Prepare an agenda for each meeting		

## BUDGET

Budgeting is the process of estimating, as accurately as possible, the revenue and expenditures for ASB activities for the coming school year. Accuracy is important since the approved expenditure budget **cannot be exceeded**. A budget is a plan approved by the ASB Governing Body and the Board of Directors and sets the maximum amount of expenditures for the school year.

### BUDGET DEVELOPMENT AND APPROVAL

Each ASB will annually prepare, with the guidance of the primary advisor or designee and prior to the completion of the school year, a budget for the following fiscal year (September-August). Individual activity account budgets are combined to become the preliminary ASB budget for the school. This requires documented approval by the student council and the primary advisor.

ASB budgets (including forms and supporting documentation) are approved by the student council and recorded in the meeting minutes. The school budget is submitted to the Business Manager for review and approval. All school ASB budgets are compiled into the district ASB Fund budget and presented to the Board of Directors for approval. Once approved by the Board, it becomes the official plan for the ASB for the year. The schedule for completing the budget process is determined by the Business Manager. The process provides for necessary student participation as stated in WAC 392-138-110.

### BUDGET PREPARATION

**Review of Accounts:** Review current year ASB budget reports, considering the following:

- **Continuing Accounts** – Activity accounts that are actively being used and will continue next school year.
- **Inactive Accounts** – For activity accounts that are not being used, determine if the account should remain active. If so, include it in the ASB budget. If not, the student council should take action to close the account and transfer any money remaining into the general student body account. Money remaining in accounts for classes that have graduated cannot be carried forward into the new school year and must be closed to a general student body account by action of the student body. (WAC 392-434138-021)
- **New Accounts** – Activity accounts that are not currently in the budget and are anticipated for the next school year should be included. New activity accounts must be set up following the bylaws of the ASB Constitution by action of the student council. Contact the Accounting Office for new account codes.
- **Nonassociated Student Body Private Moneys** – The board of directors of a school district may permit student groups to raise moneys through fundraising or solicitation in their private capacities subject to certain conditions, including prior board approval (WAC 392-138-200). RCW28A.325.030 permits these non-associated student body private moneys to be held either in trust within the associated student body fund or held in a trust fund. If such funds are held in a trust fund they are not budgeted. If, however, the moneys are held in trust within the associated student body fund they are budgeted in the same manner as other ASB funds pursuant to WAC 392-138(1) (d) and disbursed as provided for in the approved budget (WAC 392-138-210 and WAC 392-138-110).
- Money the district intends to hold in trust within the ASB Fund may be budgeted in account 6000 private money in anticipation of activities that involve collecting contributions for scholarship, student exchange and charitable purposes, even if specific plans have not been set. It is strongly recommended that you contact the Accounting Office prior to collecting contributions to review the district policy governing private money. Any contributions collected from activities that do not follow proper procedure cannot be expended for charitable purposes. (WAC 392-138-200)



## Activity Budgets

- After reviewing the current year revenue and expenditure reports and determining the activity accounts that will be budgeted, each activity should submit a budget for the next year outlining the revenues and expenditures expected. It is recommended the budget be signed by both the activity group advisor and student representative. Each activity group should provide a brief description of the types of activities in which they will be involved which includes the purpose for which funds will be raised and/or expended (WAC 392-138-013 and WAC 392-138-110).
- Beginning Cash Balance– Estimate the cash available at the end of the present fiscal year, by estimating revenues, expenditures and any transfers activities to the end of the fiscal year. You cannot have a negative beginning balance.
- Revenues – List estimated revenues expected during the next school year. Be sure that the estimated revenues from fundraisers include the total amount received from the sale of items, and not the net profit.
- Interactivity Transfers – List any money that may be transferred in from another activity account (+) or transferred out to another activity account (-). The source and recipient of transfer must be identified.
- Expenditures – List estimated expenditures during the next school year. Keep in mind that you are not allowed to spend more than your total budgeted expenditures.
- Ending Balance– The ending cash balance is a residual balance. It is equal to the beginning cash balance plus revenues, plus or minus interactivity transfers, less expenditures. The ending balance must be greater than or equal to zero.

## School Budget

After collecting budgets from each activity, the fiscal officer reviews reasonableness and verifies calculations, and compiles all activity budgets into one building budget. The building budget must then be approved by the student council and the primary advisor, and documented in the minutes.

## Submission to Accounting Office

Submit a completed building budget to the Accounting Office. This will provide supporting information for the presentation of ASB activities for Board of Directors approval (WAC 392-138-013).

## BOARD OF DIRECTORS APPROVAL

The SKHS Board of Directors must approve the school district ASB Fund Budget before any disbursements are made.

## FUNDRAISING

- ✓ Is the fundraiser approved by the School Board Policy and State Law?
- ✓ Will the project be fun?
- ✓ Will it require outside help?
- ✓ Do we have funds available to purchase the sale merchandise?
- ✓ Is adequate budget capacity available for expenses?
- ✓ Will we have to request a loan from the student council?
- ✓ Has this type of sale worked before?
- ✓ Could this sale work if we took a different approach?
- ✓ Is everyone behind the idea?
- ✓ Can we accomplish our goals with this fundraiser?

## FUNDRAISING FACTS

- ✓ Once items are issued to a student, that student becomes totally responsible for the items. Losses due to spoilage or other damage become student responsibility.
- ✓ If merchandise or money is not returned to reconcile an individual student record sheet, that student's indebtedness will be added to the school fine list.
- ✓ All purchases must be made using the school district and school name, personal names and addresses are not allowed.
- ✓ All funds collected must be deposited to the school district depository account via the ASB Bookkeeper.
- ✓ Always receipt money on the day that it is received. Restrictively endorse all checks immediately. Never cash checks or give change for a check. (See section regarding, Money Management for more information).
- ✓ **It is illegal for ASB money to be deposited to a personal bank account. This is public money and must be treated as *such*.**
- ✓ Independent sales consultants may not use schools as a source of sales. These are consultants who offer schools a small portion of the sale profit by selling to students and parents through an ASB club. Some of these independent consultants are Pampered Chef, Mary Kay Cosmetics, Avon, and Tupperware. Many times these consultants are personal friends, spouses or school district employees; this is considered to be a conflict of interest.
- ✓ Money raised that is ASB public money may only be spent for Cultural, Athletic, Recreational and Social purposes (CARS) which are nongraded, optional and extracurricular. Money raised for a charitable purpose as private money must follow specific procedures (See section regarding, Private Money for more information).

## RESTRICTIONS WHEN FUNDRAISING

Occasionally fundraisers may be a 'little out of the ordinary' and require additional research before a club can begin. Usually, personnel in the ASB Activities Office can help you with questions and concerns; please ask them if you are in doubt about any aspect of your sale.

***Be sure to receive authorized permission before beginning.***

**LEGAL:** Fundraisers must meet fire, health (including food handler cards) and licensing regulations. Please note that bingo, raffles, and carnival games are considered gambling and have very strict guidelines (See section regarding Gambling – Bingo, Raffles, Carnivals for more information).

**TAXES:** Non-profit groups may be exempt from income taxes, but liable for sales taxes, amusement taxes, or other levies on their proceeds. RCW 82.04.3261 exempts limited ASB fundraisers from paying sales tax on fundraising

merchandise (continuous fundraisers do not qualify). A resale certificate must be provided to the vendor; this is to be done either when ordering or when payment is made. The Accounting Office may be able to assist you with this.

**INSURANCE:** Special liability insurance may be required in the event property or people could be endangered by a fundraising activity. Consult the ASB Bookkeeper at 874-5610.

**CONTRACTS:** There are different types of contracts with different compliance requirements which are:

1. Contracts with sales representatives - Staff members are not to sign any contracts with sales representatives. Contracts must be signed by the Asst. Superintendent of Business and Operations.
2. Contracts with independent contractors - SKHS has a standard consultant contract boilerplate that is appropriate for most situations with persons who are self-employed. This contract must be signed by the Asst. Superintendent of Business and Operations. Use the District designated contract for services available through your ASB Bookkeeper. Contract must be in place and signed before the work is started. Consultant must send an invoice to get paid upon completion of work.

**THEFT:** This can be a threat to any fundraiser. Keep goods and money in locked areas. Turn in money daily. Do not allow students to take cash boxes out of supervised areas. Whenever possible, receipt sales through the point of sale system; distribute merchandise when proof of payment is shown. (Use the revenue summary provided by the ASB Bookkeeper and check off as students receive merchandise.)

#### **PRIOR TO THE SALE:**

1. Submit– **Fundraiser/Activity Proposal** to the Student Council requesting permission to conduct a fundraiser. This should be part of the budget process to ensure adequate spending authority for the activity. All fundraising is to be approved by the student council and the school administrator and must also be of a type approved by the school district Board of Directors.
  - ✓ Establish a timetable for beginning and ending dates of the event.
  - ✓ Have your fundraiser placed on the building calendar.
  - ✓ Obtain information on record keeping requirements and sale procedures.
  - ✓ Set the sales prices for each item; be sure to include tax and shipping costs.
2. Select a DISTRICT APPROVED vendor; receive pre-approval before ordering any merchandise. See your ASB Bookkeeper for additional instructions if the vendor is not district approved. Quotes are required for all purchases of more than \$5,000 or for clothing and uniform purchases. A copy of the purchase order will be returned to you.
3. Obtain a written agreement with the vendor that all unsold, like new merchandise may be returned for credit. The agreement should also state that any awarding of incentives or prizes will be by the vendor. Otherwise, *the ASB activity will most likely be billed for these prizes*
4. List articles to be ordered by catalog number, description, quantity and price.
5. Consideration should be given as to whether or not bid laws apply. See your ASB Bookkeeper for this information.
6. When the merchandise is received, count (inventory) items received matching them against packing slips and your copy of the purchase order.
7. Sign your name as received on the invoice or packing slip.

8. Keep the merchandise secure (locked up) until it is checked out to students.
9. Use the Parental Permission for Fundraising. This is a written agreement with students informing them of their responsibility for all products checked out to them. This agreement requires parent authorization as indicated by their signature.

#### FUNDRAISERS WITH INVENTORY CHECKED OUT TO STUDENTS

1. The club advisor or designated students will be responsible for checking merchandise in and out. Use **Fundraiser Check Out Sheets**. All merchandise not checked out is to remain in a locked secure area. (Extended fundraisers such as school store and pop machine require monthly inventory counts and reconciliation.)
2. Individual student records must be maintained. *Records protect both students and advisor.*
3. Students receiving product must sign their **individual** check out sheet **each time** they receive merchandise.
4. Students and the advisor must sign their **individual** check out sheet **each time** they submit money or when merchandise is returned.
5. Students should turn money in daily. Advisors must contact students at least weekly and make a notation on the student record that they have done so.
6. This is an opportune time to perform an instantaneous reconciliation between what has been checked out against what has been turned in, either in money deposited or product returned. **Do not allow student additional product until previous product checkout has been reconciled.**
7. Inventory Check-Out Sheets form the basis of an ASB club's financial record keeping.
8. Deposit funds collected with the school ASB Bookkeeper daily using a **Deposit Record**. The bookkeeper will verify your deposit total and issue a receipt to you as advisor of the club.

ASBs may conduct bingo, raffles and carnivals as fundraisers without applying for a permit from the State Gambling Commission **provided** they follow these guidelines:

1. Each ASB may conduct no more than two gambling events each calendar year (January 1 - December 31).
2. Each gambling event may last no more than 12 consecutive days, **except** for raffles which may last longer.
3. Total gross revenue for all gambling events of a school ASB may not exceed \$5,000 during each calendar year. If \$5,000 is reached during the event, sales must cease immediately!
4. **Only members of the ASB may participate in management of the event.** School advisory staff may help, but *parents and PTA members are excluded*. **Only members of the ASB that are 18 years of age or older may sell the raffle tickets.**
5. **Tickets may only be sold to persons 18 years of age and older. Prizes may only be awarded to persons 18 and older.**

## GAMBLING (Continued)

6. Records of each event must be kept for at least three years after the event. Records must include:
  - ✓ Gross revenue
  - ✓ Details of expenses related to the activity
  - ✓ Details of the use of profits from the activity
7. Raffle tickets may have a maximum price of \$25.00. There cannot be any discounts for quantity of tickets purchased nor complimentary tickets given away. (Example: \$2 each or 3 tickets for \$5, all tickets must sell for the same price.)
8. The following information must be printed on all raffle tickets:
  - ✓ District and school name
  - ✓ Date, time and place of drawing
  - ✓ Tickets must be consecutively numbered
  - ✓ If you must be present to win, the ticket must state this
9. The local police agency must be notified of the event at least 5 days before the event.

*If any of the above items 1 through 3 are anticipated to be exceeded, a lengthy application process must be initiated with the Washington State Gambling Commission prior to the event. Allow adequate time for processing of the application.*

## PROCEDURES DURING THE SALE

Some fundraisers are sold before the items are ordered (e.g., cookie dough, clothing, magazines, catalog sales, etc.).

1. **Parental Permission Form** must be received before the student can start selling. Parents may not want the student involved in the fundraiser, so don't make the assumption it's okay with the parent. **Do not proceed without a signed permission form**, which will become a permanent part of the fundraiser activity file for review by the auditor.
2. Advisor will provide individual order forms or use the forms provided by the vendor.
3. Students should turn in orders daily. Advisor will submit money daily to the ASB bookkeeper.

**ASB money is *never* to be taken home or left in the classroom.**

**ASB money is *never* to be put into a private or outside personal bank account.**

## GAMBLING – BINGO – RAFFLES – CARNIVALS

## PROCEDURES AFTER THE SALE

Maintain a fundraiser file. It should contain the following items that must be submitted to the ASB Bookkeeper.

- ☐ Copy of the purchase order or procurement card receipt
- ☐ Copy of the invoice(s) and packing slips
- ☐ Copy of, **Fundraiser/Activity FORM**
- ☐ Copy of **Parental Permission for Fundraising** or Registration forms if applicable.
- ☐ Copy of, **Fundraiser Check Out Sheet**
- ☐ Deposit receipts and deposit records, , **Deposit Record**
- ☐ List of unsold merchandise
- ☐ Receipt from UPS or post office for return of product
- ☐ Copy of the credit memo OR a copy of the interactivity transfer if another activity 'purchases' your unsold inventory
- ☐ Copy of, **Fundraiser/Activity Final Reconciliation** which must be submitted to the Student Council for approval.

## PRIVATE MONEY

Expending ASB money for charitable donation, scholarship and student exchange can only be made from legitimate ASB private moneys.

Effective June 8, 2000, RCW 28A.325.030 was amended to permit student groups, *in their private capacities*, to conduct fundraising activities, including the solicitation of donations, to fund scholarships and student exchange programs, to assist families whose homes have been destroyed and to fund community projects. **Under certain criteria** this money is considered to be **non-associated** student body funds and is not public money (section 7, article VIII of the WA State Constitution). *However, if conditions are not adhered to*, money collected will become ASB public money and may not be used for the above purposes.

- ☐ Verify that the proposed beneficiary is a legitimate charitable organization or cause.
- ☐ Student council must give its **prior** approval for collection and expenditure of private money.
- ☐ Additionally, **an administrator must approve the fundraiser in writing. Use an ASB Fundraiser/Activity Form** so that administrator and student approval signatures and any other information are documented as to the type of fundraiser, the intended beneficiary and start/stop dates of the event.
- ☐ Contact the ASB Bookkeeper or school **prior to any collections** for guidance in following required district policies and internal control procedures.
- ☐ Before beginning any private money fundraiser, advertisements and signs must identify the intended use of the proceeds (be specific), that collections are exclusively for that purpose and that they will be held in trust by the school district until disbursed.
- ☐ **All publicity must state the above information.**
- ☐ ASB private money **must** be held in an expendable trust account within the ASB program or in ASB accounts
- ☐ Documentation for receipt of any donations is essential. Use a, **Monetary Donation or Equipment Donation Form** for an equipment donation. Monetary donations or equipment value donations of more than \$1,000 will require board approval. Follow district procedures regarding cash receipting, depositing, record keeping, inventory control and final reconciliation.
- ☐ Approval for payment of the proceeds must be in writing. Attach a copy of the sales report to each purchase order requisition or voucher as backup documentation for payments made through the accounts payable process.

## PRIVATE MONEY (Continued)

- ☐ Charitable fundraising is a private activity; school district funds may not be used to offset, front-fund or pre-pay expenses including start-up costs. The district is to be compensated for any direct costs associated with the fundraiser.
- ☐ Transfer of funds to or from a private money account is not allowed.
- ☐ Note: Check with the primary ASB advisor for approval of all private money fundraising.

Fundraisers such as school stores are not allowed to compete with district food service programs. School stores located in cafeterias are not allowed to sell lunch type items during school lunch periods.

## PARENT PERMISSION

The Parental Permission for Fundraising informs parents that their student is handling money and is responsible for any and all goods checked out to them. When the fundraiser is complete, all unsold merchandise and money collected must be returned to the activity advisor for deposit with the ASB Bookkeeper.

Advisors are to obtain parental permission before assigning goods to students to sell (see form letter). This letter explains student liability and allows parents to approve or disapprove of their child's participation. Parental permission forms become part of the fundraising record and shall be submitted to the ASB Bookkeeper with all other documents upon completion of the fundraiser.

## MONEY MANAGEMENT

Money problems may arise due to a lack of proper record keeping and/or adult supervision of the fundraiser; these will not be pleasant for anyone involved in the sale. Avoid these problems by following these guidelines:

- Work closely with the school ASB Bookkeeper and Activity Coordinator; their knowledge is of great value to you.
- Purchases may only be made with purchase orders or procurement cards. Never use cash receipts to purchase supplies – **BIG AUDIT ISSUE**.
- Inform administrators of fundraising sale dates and of sale procedures you will use.
- Set up a system for **daily** records of deposits and payments. Use an official district receipt book or, if computerized receipting is used. Audit your records periodically with the ASB Bookkeeper.
- Use individual cash count sheets attached to envelopes for student deposits; allow enough time to verify each deposit in the student's presence before the receipt is written. **Save the cash count sheets; they are part of your financial records.**
- Deposit money **DAILY**. After **DAILY** student deposits have been collected, fill out the **Deposit Record** form; deposit **DAILY** collections to the ASB bookkeeper.
- Never cash a check or give change for a check. Money must be deposited intact (the same form as it was received). Also, you run the risk of the check being NSF and then you are out both the check amount and any change that you have given.
- Deposits can only be made through the ASB Bookkeeper. No personal or outside bank accounts are allowed.

## TRAVEL

When traveling with an ASB club or activity there are usually costs associated with the travel.

**If you are leaving the school facility with students, you will need to acquire the proper field trip forms.**

If leaving from the school facility, personal vehicles are not an allowed form of transportation. A SKHS van, bus or charter bus (with approval from the Transportation Department) will be needed. The transportation department has a transportation request form that needs to be filled out and approved by your Administrator. Transportation requests are available through the District Portal.

The ASB club/activity will be charged for all transportation costs. It's important to estimate how much you will spend and note it on the **fundraiser proposal**.

**If traveling out of state or overnight with students, you must first get School Board approval.**

With pre-approval by the School Board and the ASB Student Council, the district procurement card (p- card) is available for hotel reservations, airfare, student meals, and other travel related costs. Advisor and coach meals will be paid on a per diem basis per the State allowable rates.

## TICKET SALES

Tickets represent cash and must be safeguarded. They must be secured with the ASB Bookkeeper until issued. Pre-numbered tickets are required and can be obtained via a check-out system with the ASB Bookkeeper. A ticket log will be provided to those intending to sell. A daily sales report is required—the ticket value should equal the cash summary total; any difference must be explained. Work with the ASB Bookkeeper if monies are being collected after school hours.



## ASB ADVISOR/COACH AGREEMENT

As an Advisor or Coach of South Kitsap School District, I accept that I have a responsibility to:

- Write, implement and/or execute all elements of the club constitution.
- Provide supervision of students immediately before, during, and after all school sponsored activities.
- Obtain parental permission forms prior to the fundraiser and submit all forms upon completion of fundraiser to the ASB Bookkeeper.
- Plan events that minimize conflicts with other district and building events.
- Develop an annual budget plan including anticipated revenue and expenditures.
- Keep accurate inventory records of all district and school property.
- Follow proper procedures for cash handling and purchasing.
- Follow proper procedures for fundraising, including use of required forms and timely submission to the ASB Bookkeeper.

I acknowledge receipt of the "SKHS ASB Handbook" and will comply with it.

I have read the recordkeeping requirements for fundraisers and agree to follow them to ensure that the paperwork is completed as required by the state auditor's office.

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Advisor/Coach Signature

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Date

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Printed Name

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Club/Sport

## ASB FREQUENTLY ASKED QUESTIONS

May the costs of running an event be paid from the cash receipts of the event?

*No. All ASB money collected at a game, a play, a dance, etc., must be deposited intact and in total to the district bank. Expenses for the event can only be paid by district warrant or procurement card from an account charged to that event in accordance with district purchasing procedures.*

What kinds of items are not legal for purchase with ASB funds?

*ASB Public money may not be used to purchase curricular items or items to be given away. Example: food for non-ASB events, clothing which is not an incentive or an award.*

What type of items are legal for purchase with ASB funds?

*ASB funds can be used for Cultural, Athletic, Recreational or Social purposes. Funds may be used to purchase items such as memberships, registration fees, equipment, supplies, uniforms, awards, trophies, decorations, housing, meals and transportation for students. Services may also be hired such as DJ's.*

*(Note: The school board could determine that students participating in extracurricular activities such as cheerleading and school store have contributed much time and effort in those activities creating an atmosphere of school spirit and positive morale). To reward them for their participation with their uniforms or merchandise is to recognize their contribution to the school district. There is no intent to donate as the students have provided a benefit to the school district. Consequently, the awarding of cheerleading uniforms and school store merchandise does not constitute an unconstitutional gift of public property. (Attorney General letter of 6/10/96) A district school board policy is required.)*

What if club members wish to purchase T-shirts?

*Use the approved ASB purchasing method. Obtain a purchase order; take orders for shirts; receipt the money; deposit to ASB. It is recommended that students pay the School Bookkeeper, and then take the receipt to the advisor to pick up the articles.*

May ASB groups raise money for a private charitable cause or for Scholarship?

*Yes, but only as ASB Private Money Charitable Fundraising. All advertising must include information to the donor that all proceeds will go to a specific cause. Money will be accounted for in a separate ASB account under a private money (600(0) account). Disbursement of such money will follow the same procedures as public money expenses. Note: A school district board policy must be in effect before any charitable fundraising event can be proposed.*

Is student approval required for all purchases?

*Yes, student body money is money which is raised by students. It is their money. Students create the ASB Budget, a plan for how to fund events. A large part of student self-government is making decisions on how ASB money is to be spent. Athletics require a great deal of budget capacity; students must be involved in the approval process for all expenditures.*

Can ASB Clubs legally conduct raffles?

*Yes, ASB Clubs can legally conduct raffles.*

What is the definition of a game of chance (gambling, raffle)?

*Gambling must contain three components: a cost, a prize and a chance. If only two components exist, the activity would not be considered to be a game of chance.*

## ASB FREQUENTLY ASKED QUESTIONS (Continued)

Can citizens donate funds to student clubs for scholarships?

*No, funds donated for a scholarship award must be deposited into a private money account or a Trust account with the County Treasurer's office.*

Can PTA's or Booster Clubs conduct fundraisers in the name of the school and keep the funds?

*No, Booster Clubs and PTA's must fundraise in their own names if they will be depositing funds into their account. Using the school name implies that the school is conducting the fundraiser and is in charge. The entity in charge is in control of the profit.*

Can complimentary tickets be issued for athletic events?

*No, tickets equal cash.*

Who has final approval of the ASB budget?

*The school board has final approval of ASB budgets. However, the Advisor, Activity Coordinator, Principal and Business Office can question the budget items for appropriateness during the budgeting process.*

How do districts pay police officers or sheriffs hired by the school for security?

*Sheriffs are paid by the district payroll office. They are casual employees and must fill out a W-4. A timesheet is to be filled out each time the officer works.*

I am taking a class to the museum for a lesson on history. Attendance at this field trip is required. Can I collect \$5.00 per student, deposit the money into the history club account and have ASB write a check for the admission?

*No, the money should be deposited and disbursed from a General Fund account. It does not meet the criteria for an ASB trip - optional, non-credit, and extra-curricular.*

An ASB club bought T-shirts, misjudged the cost of the shirts and now wants to sell them at a loss. Is this allowable?

*Yes, the ASB must authorize and declare the price reduction of the items. Further, the items must be sold in a fair manner, i.e., not favor certain individuals.*

What can we do with unsold fundraiser items?

*Try to recover the cost by keeping the items in inventory for the next fundraiser, or use the items as prizes or incentives (this decision should be documented in club or student council meeting minutes).*

Can the ASB fund pay for shirts for staff?

*No, this constitutes a gift of public funds.*

Can Booster Club or PTA funds be deposited in an ASB account?

*No. Booster clubs and the PTA are separate legal entities from the District. Therefore, funds from these groups must be kept completely separate.*

## SOUTH KITSAP HIGH SCHOOL DANCES

Dances are scheduled in the spring along with the budget planning process. Clubs who have a large financial need and the student resources to sponsor a dance are given consideration when scheduling. Special Dances are Saturday night dances which include Homecoming (October), Semi-Formal Tolo, and Senior Prom.

A group who chooses to sponsor a special dance takes on a large responsibility. Since students pay much more for a special dance, special extras are expected. These include: Pictures, decorations and a theme, Pre-sale tickets, entertainment, tables and table decorations. Food and beverages are optional.

The more planning and creativity a group uses, the more students will attend. While the dance itself need not be advertised, you can increase attendance by offering and promoting special, new, and fun changes. Often students are intimidated or uninformed as to protocol. You would do well to reach out, remove barriers and educate the students. Accomplish this through gimmicks, advertising and word of mouth.

Club members are the best ambassadors when trying something new. If they are positive and excited, it will generate interest among the student body.

Planning and organizing includes establishing committees to prepare the following: Pre numbered ticket design and production (must be controlled and accounted for by ASB Bookkeeper), ticket sales and collection, decorations, entry way, walls, table tops, set up, pictures, photo club, back-drops, appointment times, advertising, promoting, menu specials, food, bulletin announcements, reader board, flyers, chaperones, inviting, thanking, greeting, and purchases.

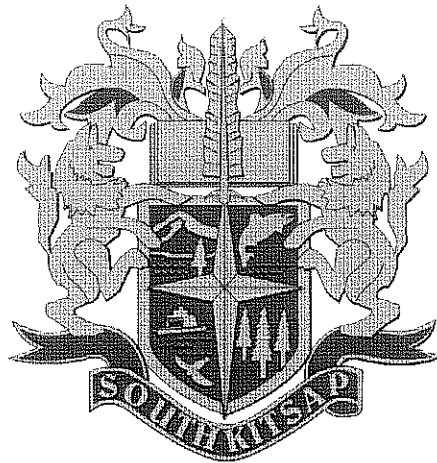
All dances must be cleaned up! Garbage needs to be put in the provided receptacles, posters and advertisements must be taken off walls, and decorations must be removed and stored or thrown away. No tape is to be left on walls.

### Items to consider for prom:

Location	Date
Ticket planning, sales, distribution	Decorations/theme (balloons, streamers)
Napkins	Beverages (Alcoholic beverages prohibited)
Cups	Food
Security	Invitations
Tiaras for prom court	Voting for prom court/Court Selection
Fountain rental	Chaperones
Coat Closet	Party Favors
Coronation details	Advertising/Publicity

### Ideas to build Team Unity

Order special T Shirts	Secret Pals
Awards	Buttons, pins, pencils, prizes
Bulletin Boards	Chaining
Socials	Holiday meals
Pictures for slide shows	Anti-bullying activities
Picnics	Video Taping
Big Sister/Big Brother	Appreciation Ads
Scavenger Hunt	Locker decoration
Scrap Booking	Parent Nights



# SOUTH KITSAP HIGH SCHOOL

## ASB HANDBOOK –

### Student Involvement Supplement

Revised 6/2015



<b>WASBO ASB PROCEDURES MANUAL</b>	<b>STUDENT INVOLVEMENT</b>	<b>REVISED 11/06</b>
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## **INTRODUCTION**

All activities of a secondary school ASB's, in grades 7 through 12, must have student approval and supporting documentation must bear evidence of student approval. Student authorization may be satisfied by signatures on requisitions, purchase orders, payment orders, or disclosure in the minutes of the ASB student council. Students authorized to approve transactions in the cultural, athletic, social and recreational areas of the ASB should be designated by the ASB governing body.

For schools with grades lower than sixth grade, the board may designate the Principal to act as the ASB. Refer to RCW 28A.325.020.

## **RESPONSIBILITIES**

The ASB fund is for the extracurricular benefit of the students and their involvement in the decision making process is an integral part of associated student body government. The students must have adult supervision to properly administer the associated student body programs, but that supervision must not exclude student participation in determining the use of the money. Refer to WAC 392-138-120, WAC 392-138-125 and WAC 392-138-210. The following events must show evidence of student approval.

- Budget
- Collection of private money
- Contracts
- Constitution and By-laws
- Disbursements
- Election of student officers
- Fundraisers
- Purchase orders
- Transfers

## **SAMPLE CONSTITUTION AND BYLAWS OF THE ASSOCIATED STUDENT BODY**

*An Associated Student Body shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An Associated Student Body shall be a formal organization of students, including sub-components or affiliated student groups, and each Associated Student Body program to the board of directors for approval. All property and money acquired by Associated Student Bodies shall be district funds and shall be deposited and disbursed from the Associated Student Body program fund.*

CONSTITUTION OF THE STUDENT BODY OF \_\_\_\_\_ SCHOOL

<b>WASBO ASB PROCEDURES MANUAL</b>	<b>STUDENT INVOLVEMENT</b>	<b>REVISED 11/06</b>
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### **Preamble**

We, the students of \_\_\_\_\_ High School, with equal representation, respect, value and recognition of all students and staff, and for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of \_\_\_\_\_ High School, establish this Constitution of the Student Body of \_\_\_\_\_ High School.

### **Article 1. Name of Organization/Mascot & Colors**

Section A. It is resolved that the name of this organization shall be the Associated Student Body of \_\_\_\_\_ High School.

Section B. The name of the mascot for all extra curricular activities shall be the \_\_\_\_\_.

Section C. The school colors shall be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

### **Article 2. Purpose**

The principle purpose of this organization shall be:

Section A. To unify all student organizations under one general contract.

Section B. To increase student involvement in school management.

Section C. To develop in all students an understanding and appreciation of the democratic process.

Section D. To promote mutual respect and communication.

Section E. To encourage student involvement and enthusiasm in all school activities.

Section F. To discuss and settle disputes which arise between organizations and activities.

Section G. To establish traditions & responsibilities that promote a positive atmosphere.

### **Article 3. The Student Council shall have powers to:**

Section A. Help make rules and/or guidelines for the betterment of the school, its life, or its interests. For example:

- Student Council
- Social Activities.
- Assemblies.
- Preservation of school and personal property.

Section B. Grant charters to clubs and organizations.

Section C. Investigate and report on matters referred to it by the student body or faculty.

Section D. Approve all student body financing and spending.

Section E. The powers of the Council are delegated to it by the principal, who shall have the power to veto any measure adopted by the council, if he/she feels the measure unreasonable, unsafe, or in violation of the Washington State Code, school policies, or law.



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#### **Article 4. Membership**

Section A. The student body of the \_\_\_\_\_ High School shall consist of all the students from the ninth, tenth, eleventh and twelfth grades and the members of the faculty of those grades.

Section B. The Student Council shall be comprised of \_\_\_\_\_ executive members plus class representatives, homeroom representatives, one faculty member [list others]

Section C. The Executive Council shall consist of the following:

1. President
2. Vice President
3. Treasurer
4. Secretary

#### **Article 5. Duties of Student Council Members**

Section A. Duties of the ASB President

1. Enforce the Constitution.
2. Veto an issue with reason.
3. Receive committee reports.
4. Appoint committees.
5. Be a rep. at school related community functions.
6. Be a non-voting member at Student council meeting, except in the event of breaking a tie vote.

Section B. Duties of the ASB Vice President

1. To fulfill the duties of the president in the president's absence or in case of resignation or incapacity of the president.
2. To be an ex-officio member of all committees.
3. To be a representative at all school related functions, in the president's absence.

Section C. Duties of the ASB Secretary

1. To keep accurate and up-to-date minutes of all regular and special student council and executive meetings.
2. To make copies of the minutes for all members of Student council and the faculty office.
3. To be responsible for all correspondence from student council and the faculty.
4. To supply members with the agenda prior to meetings.

Section D. Duties of the ASB Treasurer:

1. Approve all bills authorized by the Student Council.
2. To make financial reports and accounts for all ASB expenditures.
3. Assist with ASB finances.
4. Chair the ASB Budget Committee.

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**Section E. Duties of Homeroom Representatives:**

1. To represent the views of the people in his/her homeroom.
2. To report all Student Council actions to the homeroom.
3. To assist in student body activities.
4. To keep an up-to-date notebook of all student council meetings and correspondence.

**Section A. Major Officers:**

1. President (elected)
2. Vice President (elected)
3. Treasurer(s) (appointed)
4. Secretary (elected)
- 5.

**Section B. Intermediate Offices:**

1. Class Officers
2. Interhigh representative
- 3.

**Section C. Minor Offices:**

1. Class representatives
2. Club representatives
3. Homeroom representative
4. Club non-representative officers
5. Class non-representative officers

**Section D.** A major officer may not hold an intermediate office, but may hold one minor office.

**Section E.** An intermediate officer may not hold a major office but may hold two minor offices.

**Section F.** A student may not hold three minor offices.

**Article 7. Eligibility of Student Council Members**

**Section A.** All Student Council members must have and maintain a cumulative \_\_\_\_\_ grade point average.

**Section B.** Requirements for all Student Council Members during their period of service shall be:

- Section 1. President, Vice President, Secretary and Treasurer must be Juniors or Seniors while holding the office.

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Section C. A student must have been in attendance no less than 85% of the school year during the year he/she chooses to run for an office. Attendance requirement may be waived for certain specific conditions. Attendance at student council meetings is required. If absent, a substitute should be appointed.

#### **Article 8. Jurisdiction over Vacant Offices**

Section A. Any officer or member of Student Council missing three or more meetings without a reasonable and acceptable excuse may be suspended from the Council. Due process will be observed as related to Student Rights and Responsibilities.

Section B. Any student who drops below the required GPA shall be suspended from the office or position. Due process will be observed as related to Student Rights and Responsibilities.

Section C. In the event of permanent vacancies in offices:

Section 1. New major officers will be appointed by Student Council.

Section 1. Intermediate and minor officers will be re-elected by the group they represent.

#### **Article 9. ASB Card**

Section A. The cost of the ASB card will be determined by the finance committee, and approved by the School Board.

#### **Article 10. Voting**

Section A. Each member of the student council is allowed one vote for the office/organization he/she represents.

Section B. A person may represent only one organization at student council.

Section C. Any student may attend a student council meeting (with teacher's permission prior to the meeting) but may not vote unless a member.

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### **Article 11. Meetings**

Section A. The Executive Council will meet prior to every Student Council meeting to plan the agenda. All persons must request a place on the agenda at that time. Agendas will be given to all members at least two days prior to the meeting.

Section B. All Homeroom Representatives will hold a meeting before the scheduled student council meeting in order to gather input for the next meeting to report on that meeting.

### **Article 12. Elections**

Section A. All ASB officers shall be for a twelve month period beginning the day of inauguration and continuing to the next inauguration.

Section B. Any student who wishes to run for an office may do by filing a declaration of candidacy with the ASB Advisor.

Section C. Appointed officers include:

1. Treasurer is chosen by the faculty and confirmed by the principal.

Section D. A student may run for only \_\_\_\_ major position(s) each year.

Section E. A primary election shall be held for the purpose of selecting two candidates to run for each office in the general election.

Section F. All students enrolled in \_\_\_\_\_ High School have the right to vote in the ASB officers elections. Middle School students shall {shall not} vote.

Section J. Voting for officers will be held on \_\_\_\_\_.

### **Article 13. Amendments to student body constitution.**

Section A. A petition for an amendment must be signed by one-third of the student body and presented to the council for approval in the form of an amendment. A copy of the petition shall be presented to the Principal.

Section B. The amendment must be visibly posted for one week around campus.

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Section C. Homerooms will vote on all amendments. In order to pass, the amendment must be carried by a three-fourths majority of the student body and is subject to approval by the Principal.

Signatures of Intended Members/Date Signed

Signature of President of District Board of Directors/Date Signed

### **SAMPLE CONSTITUTION AND BYLAWS OF AN ASB CLUB**

CONSTITUTION OF THE \_\_\_\_\_ CLUB OF \_\_\_\_\_ SCHOOL

#### **Preamble**

We, the students, for the promotion of good government, good sportsmanship, student activities, and the general welfare of the students of \_\_\_\_\_ High School, establish this Constitution of the \_\_\_\_\_ Club.

#### **Article 1. Name of Organization**

Section A. It is resolved that the name of this organization shall be the \_\_\_\_\_ Club of \_\_\_\_\_ High School.

#### **Article 2. Purpose**

The purposes of this organization shall be to:

##### **Section A.**

1. To create
2. To achieve

##### **Section B.**

- 1.
- 2.

#### **Article 3. Membership**

Section A. Membership in \_\_\_\_\_ Club is established by

Section B. Membership in \_\_\_\_\_ Club is maintained by

#### **Article 4. Duties**

Section A. Duties of \_\_\_\_\_ Club

1. To create

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2. To assist
3. To achieve
4. To organize
5. To attend
6. To support
7. To raise funds for

#### Article 5. Eligibility

Section A. To be eligible to participate in the \_\_\_\_\_ Club, all Club members must have and maintain a cumulative \_\_\_\_\_ grade point average.

Section B. Requirements for all \_\_\_\_\_ Club members during their period of service shall be required to:

#### Article 6. Amendments

Section A. This Constitution shall be amended by a two-thirds majority vote of the membership provided...

Adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By:

Approved by:

# South Kitsap High School Student Council Minutes

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

PRESIDING OFFICER	
MEMBERS PRESENT	
MEMBERS ABSENT	
GUEST NAMES	
NOTE TAKER	
MINUTES OF PREVIOUS MEETING:	<input type="checkbox"/> Approved <input type="checkbox"/> As Amended (attach amended) <input type="checkbox"/> Not Approved

## TREASURERS REPORT


## OFFICERS' REPORT


**ALL COMMITTEE REPORTS MUST BE ATTACHED TO MINUTES**

## COMMITTEE REPORTS:

DISCUSSION	
ACTION ITEMS/RECOMMENDATIONS	PRESENTER/COMMITTEE
DISCUSSION	
ACTION ITEMS/RECOMMENDATIONS	PRESENTER/COMMITTEE
DISCUSSION	
ACTION ITEMS/RECOMMENDATIONS	PRESENTER/COMMITTEE

## OLD BUSINESS

ITEM		
MOTION	PRESENTER/COMMITTEE	MOTION <input type="checkbox"/> Pass <input type="checkbox"/> Fail
ITEM		
MOTION	PRESENTER/COMMITTEE	MOTION <input type="checkbox"/> Pass <input type="checkbox"/> Fail
ITEM		
MOTION	PRESENTER/COMMITTEE	MOTION <input type="checkbox"/> Pass <input type="checkbox"/> Fail

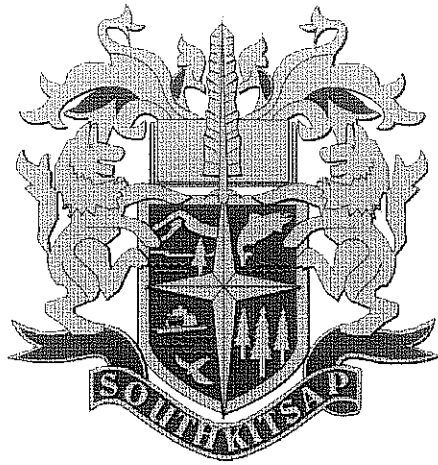
## NEW BUSINESS

ITEM		
MOTION	PRESENTER/COMMITTEE	MOTION <input type="checkbox"/> Pass <input type="checkbox"/> Fail
ITEM		
MOTION	PRESENTER/COMMITTEE	MOTION <input type="checkbox"/> Pass <input type="checkbox"/> Fail
ITEM		
MOTION	PRESENTER/COMMITTEE	MOTION <input type="checkbox"/> Pass <input type="checkbox"/> Fail

## ANNOUNCEMENTS (Use and attach additional paper for extended announcement notes)

ADJOURNED (TIME)	
STUDENT SECRETARY SIGNATURE	
ADVISOR SIGNATURE	
ACTIVITY COORDINATOR SIGNATURE	
PRINCIPAL/ADMIN SIGNATURE	
APPROVED FUNDRAISERS	<input type="checkbox"/> NO <input type="checkbox"/> YES (PROVIDE A COPY OF MINUTES TO ASB BOOKKEEPER IF FUNDRAISERS WERE APPROVED)





# SOUTH KITSAP HIGH SCHOOL ASB HANDBOOK- REQUIRED FORMS LIBRARY

(ALL FORMS ALSO AVAILABLE ONLINE AT [www.skitsap.wednet.edu](http://www.skitsap.wednet.edu) –Staff Resources, Forms Library)

Revised 6/2015

## FUNDRAISING ACTIVITY CHECK OFF LIST

Please provide this list with your reconciliation completion documents.

### Step One: Organization of Activity:

✓	TASK TO COMPLETE	DATE COMPLETED
	Research the activity or organization to ensure you have adequate information for approval.	
	Discuss the fundraising activity with your club.	
	Club members must approve the activity and documentation must be provided in the minutes. The fundraising activity form will need to be attached to the minutes and provided to the ASB Bookkeeper.	
	Obtain the ASB Fundraising Activity Form and follow the directions provided for pre-approval. If the fundraising is being done for a Charitable Organization, you must also obtain a "Charitable Organization" form, which will also be included in your packet for pre-approval.	
	Establish the timetable for the activity. Provide this timetable/schedule to the bookkeeper.	
	Set a selling price. Establish within your group the details of the sale.	
	Create a file that will contain the following items upon completion of your fundraiser: Vendor invoices, purchase orders, receipts, student record sheets, minutes, other documentation for back-up.	

### Step Two: Prior to Fundraising Activity

✓	TASK TO COMPLETE	DATE COMPLETED
	Submit the ASB Fundraising form and the Charitable fundraising form if this applies to the ASB Bookkeeper 2 weeks prior to the start of the event. The ASB Bookkeeper will obtain the necessary signatures and submit to the Student Council for approval.	
	If this is a Charitable fundraiser, you must attach copies of information relating to the organization's non-profit status; and their mission statement.	
	Have a club representative attend the ASB Student Council meeting to present your proposal. A representative must attend for approval. Bring copies of the proposal for the Student Council.	
	Once approved by the Student Council, it will be forwarded to the Assistant Principal in charge of ASB for approval. The Assistant Principal will then forward it to the ASB Bookkeeper.	
	Charitable fundraising forms will be sent to the District Office with other documentation for approval PRIOR to any fundraising activity.	
	A request for purchase may need to be completed if items need to be purchased. This must be submitted to the ASB bookkeeper one week prior to the needed date.	
	Club members will need to obtain any required contracts/explanations for services, and submit them to the ASB Bookkeeper.	
	If you need a DJ, Choreographer, Presenter or any other service see your ASB Bookkeeper for a consulting contract agreement.	
	Create Advertisements for your activity. Any posting at the school requires administrative approval.	
	Complete Parent/Student Acknowledgment of Fundraising Form. REQUIRED PRIOR TO ANY SALE	
	The ASB Bookkeeper will order the items upon completion of all documentation required above.	
	If a cashbox will be needed, provide the dates and times the cash box will be used. Ask the ASB Bookkeeper when you can pick it up.	

### Step Three: Ready Set Sell!

✓	TASK TO COMPLETE	DATE COMPLETED
	When merchandise is received you must count the items. Maintain an inventory record of the items.	
	Keep in a secure locked location. Notify ASB Bookkeeper of this location.	
	When merchandise is provided to student to sell, you must maintain a sign out sheet. The Sign Out sheet must include the student name, quantity given to them, quantity of items returned (unsold), students signature indicating the information is true and accurate. This document is to be provided to the ASB Bookkeeper with all reconciliation documentation.	
	Turn in money DAILY to the ASB Bookkeeper!	
	Maintain control of cash receipts and inventory by reconciling when cashier functions change (shift changes, reassignment of duties)	

### Step Three: Reconciliation/Fundraiser is Over

✓	TASK TO COMPLETE	DATE COMPLETED
	Verify all record sheets, reconcile money and unsold merchandise.	
	Secure unsold merchandise with ASB Bookkeeper (must be stored in vault)	
	Return unsold merchandise to the vendor for credit. Never give unsold merchandise away! If unable to return merchandise, you may attempt another fundraiser later in the year following the same processes for fundraising.	
	Have a club meeting approving the payment of proceeds to the charitable organization, document this in the minutes and provide to the ASB Bookkeeper.	
	The file you created when you organized your activity must be submitted to the ASB Bookkeeper as soon as possible!! This file includes the records of physical inventory of unsold merchandise, copy of the vendor's credit memo if items were returned, the final reconciliation form, the purchase order requisition payment to the charitable organization, copies of the minutes with approval on the fundraising activity and payment. Copies of any and all back-up documentation to support the fundraiser in its entirety.	

# SOUTH KITSAP HIGH SCHOOL FUNDRAISING ACTIVITY FORM

## Request for Pre-Approval of Fundraiser (2 weeks prior to event date)

School: \_\_\_\_\_

Group Name \_\_\_\_\_ Account # \_\_\_\_\_

Proposed Activity \_\_\_\_\_  
Describe fundraising activity \_\_\_\_\_

Start Date of Fundraiser \_\_\_\_\_ End Date of Fundraiser \_\_\_\_\_

Intended Use of Proceeds \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Estimate Revenue Estimate Expenses

Totals \_\_\_\_\_  
Enter estimated Revenues – Estimated Expenses = Estimated Profit

Will the fundraiser be held for the benefit of an organization outside the district? YES ☐ NO ☐

## Signatures (Required prior to event)

Team/Club Leader _____ Signature _____ Date _____	Coach/Club Advisory _____ Signature _____ Date _____
ASB Bookkeeper _____ Signature _____ Date _____	Student Leadership _____ Signature _____ Date _____
Activity/Athletic Coordinator _____ Signature _____ Date _____	Principal _____ Signature _____ Date _____

## Steps following Approval above

1. Send a copy of the "Pre-Approval of Fundraiser" to the ASB Bookkeeper.
2. Order all needed materials or supplies with a Purchase Order through the bookkeeper. Purchases cannot be made until a purchase order is completed.
3. Request a cash-box from the ASB Bookkeeper if needed.
4. Conduct fundraiser, monitor all cash and goods. Inventory must be kept for goods being sold.
5. Obtain appropriate record keeping forms from the ASB Bookkeeper (all forms accompany money)
6. Turn all money INTACT to the ASB Bookkeeper for deposit. DO NOT TAKE EXPENSES FROM MONEY COLLECTED.

## Accounting Summary

1	Anticipated Revenue (collected amount based on sales)	\$ _____
2	Total Actual Revenue Received	\$ _____
3	Total Cost of Goods Sold (your cost for items sold)	\$ _____
4	Other Expenses (décor, supplies)	\$ _____
5	Total Expenditures—Line 3 plus line 4	\$ _____
6	Net Profit (loss) – Line 2 less line 5	\$ _____

## Final Approval/Reconciliation

Team/Club Leader _____ Signature _____ Date _____	Coach/Club Advisory _____ Signature _____ Date _____
ASB Bookkeeper _____ Signature _____ Date _____	Student Leadership _____ Signature _____ Date _____
Activity/Athletic Coordinator _____ Signature _____ Date _____	Principal _____ Signature _____ Date _____

## CHARITABLE FUNDRAISING ACTIVITY FORM

### Request for Pre-Approval of Fundraiser (2 weeks prior to event date)

School: \_\_\_\_\_

Group Name

Account #

Proposed Activity

Describe fundraising activity

Start Date of Fundraiser

End Date of Fundraiser

Intended Use of Proceeds

\$

\$

Estimate Revenue

Estimate Expenses

Estimated Totals

Enter estimated Revenues - Estimated Expenses = Estimated Profit

Profits (after expenses are paid) are for the following bona fide Charitable Organization	
Charitable Organization mailing address	
City, State, Zip Code	
Contact Name and Telephone Number	

### Signatures (Required prior to event)

ASB Treasurer

Signature/Date

ASB Central Treasurer

Signature/Date

Primary Advisor

Signature/Date

Activity/Athletic Coordinator

Signature/Date

Principal

Signature/Date

Manager of Business Services

Signature/Date

### Accounting Summary

1	Total Actual Revenue Received	\$
2	Total Cost of Goods Sold (your cost for items sold)	\$
3	Other Expenses (décor, supplies)	\$
4	Total Expenditures	\$
5	Net Profit (loss)	\$

### Final Approval/Reconciliation

*I certify that the above accounting information is complete and accurate*

ASB Treasurer

Signature/Date

Primary Advisor

Signature/Date

ASB Central Treasurer

Signature/Date

Activity/Athletic Coordinator

Signature/Date

Principal

Signature/Date

Manager of Business Services

Signature/Date

## Parent/Student Acknowledgement of Fundraising Sale

Dear Parent:

The \_\_\_\_\_ has decided to sell \_\_\_\_\_  
\_\_\_\_\_ items as a fundraiser to support activities.

Certain guidelines are necessary and we ask that you read this carefully and review it with your son or daughter before the sale begins.

1. Your student will have total responsibility for the product. If it is lost or stolen, he or she will be must pay that amount.
2. Merchandise should never be stored in lockers or left unattended in classrooms.
3. It is not necessary for a student to carry boxes of merchandise with them during the school day. It is suggested that students pick up the product at the end of the day.
4. It is also recommended that the student carefully count all merchandise that is checked out to them prior to signing for the product.
5. Full credit will be given to the student for any unopened merchandise returned to the school.
6. Either merchandise checked out to the student or the appropriate amount of money *must be returned by the end of the sale.*
7. Money collected should be turned in exactly as collected. Please do not deposit to a personal account and write a check for the total amount.

Sincerely,

Principal

\_\_\_\_\_  
*I have read the sale guidelines and agree to allow my son/daughter to participate in the fundraiser described.*

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

# FUNDRAISER CHECK OUT SHEET/INVENTORY SALES REPORTING

Activity: \_\_\_\_\_

Club: \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

DATE	STUDENT SIGNATURE	TYPE OF MERCHANDISE	QTY CHECKED OUT	QTY CHECKED IN	MERCHANDISE BALANCE	MONEY TURNED IN

STUDENT SIGNATURE: \_\_\_\_\_ ADVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Beginning Count	Ending Count	Total Items Sold	Cost per unit	Check Amount	Cash Amount	Coin Amount	Grand Total

-----ASB BOOKEEPER USE BELOW-----

CHECKS:	
CASH:	
COINS	
TOTAL	
DIFFERENCE:	
UNITS SOLD	
UNIT COST	

If there is a difference an explanation is required:

\_\_\_\_\_  
\_\_\_\_\_

Bookkeeper Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Advisor with a copy of receipt, Attached to Closeout Report, Attached to fundraiser form request.

## FUNDRAISING DEPOSIT

Purchase Order Number \_\_\_\_\_ (if applicable)

Account Number \_\_\_\_\_ Receipt No. \_\_\_\_\_ to \_\_\_\_\_

Vendor is \_\_\_\_\_. The Activity is  
selling/conducting \_\_\_\_\_

### Cash Count

1's \_\_\_\_\_

Check Total \_\_\_\_\_

5's \_\_\_\_\_

Pennies \_\_\_\_\_

10's \_\_\_\_\_

Nickels \_\_\_\_\_

20's \_\_\_\_\_

Dimes \_\_\_\_\_

50's \_\_\_\_\_

Quarters \_\_\_\_\_

100's \_\_\_\_\_

Halves \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

DEPOSIT TOTAL \$ \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student Treasurer \_\_\_\_\_ Date \_\_\_\_\_



**FUNDRAISER RECONCILIATION  
INVENTORY/SALES REPORTING**

**ACTIVITY** \_\_\_\_\_ **CLUB** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INVENTORY:**

<b>Beginning Count</b>	_____	<b>Units Sold</b>	_____	<b>Cost per Unit</b>	_____
<b>Ending Count</b>	_____				

**PAYMENT AMOUNTS:**

<b>Checks</b>	<b>\$</b>	_____	<b>Cash</b>	<b>\$</b>	_____	<b>Coins</b>	<b>\$</b>	_____	<b>TOTAL</b>	<b>\$</b>	_____
---------------	-----------	-------	-------------	-----------	-------	--------------	-----------	-------	--------------	-----------	-------

**Advisor's Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



\*\*\*\*\*ASB OFFICE ONLY BELOW\*\*\*\*\*

<b>Checks</b>	<b>\$</b>	_____	<b>Cash</b>	<b>\$</b>	_____	<b>Coins</b>	<b>\$</b>	_____	<b>TOTAL</b>	<b>\$</b>	_____
---------------	-----------	-------	-------------	-----------	-------	--------------	-----------	-------	--------------	-----------	-------

<b>Difference?</b>	<b>\$</b>	_____
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**RECEIPTING:**

<b># Units Sold</b>	_____	<b>Unit Cost</b>	<b>\$</b>	_____
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**FUNDRAISER RECONCILIATION  
INVENTORY/SALES REPORTING**

\_\_\_\_\_  
**ASB Bookkeeper Signature**

\_\_\_\_\_  
**Date**

**NOTE:**

**Copies of this form:**

- 1    Advisor with copy of receipt**
- 1    Attached to Closeout Report**
- 1    Attached to Fundraiser Request Form**

## FUNDRAISING FINAL RECONCILIATION

Fill out this form and the ASB *Fundraising Profit Forecast*

The \_\_\_\_\_ club of \_\_\_\_\_ school held a fundraising activity by selling \_\_\_\_\_

purchased from \_\_\_\_\_ This fundraising activity was held from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

Sales were accomplished through \_\_\_\_\_. (example: door to door sales, pre-orders, before and after school) We had \_\_\_\_\_ members participate in the sale.

Completion of this form finalizes your sale. Attach a list of students who have not fulfilled their sales obligation noting merchandise and dollar amount for which they are still responsible. A copy of this list must be given to the principal's secretary or bookkeeper so that student names can be placed on the fine list. Your club account will be credited as these fines are paid. Include your account number on the student list.

***All blocked areas must be completed (if tangible items are sold)***

**A. Merchandise Purchased:** (You must attach a Xerox copy of the itemized invoice.)

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
		Sub-total	=	_____
		Shipping costs	=	_____
		WA Sales Tax	=	_____
		<b>TOTAL COST</b>	=	<b>\$ _____</b>

**B. Merchandise Sold:** (Include any tax and shipping costs in the sale price per item).  
**Or Tickets Sold:**

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____
		<b>TOTAL REC'D =</b>		<b>\$ _____</b>

**This should equal the total deposits.**

**C. Merchandise Unsold Or Tickets Unsold:**

_____	@	\$ _____	=	_____
_____	@	\$ _____	=	_____

_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
			Shipping	=	_____
			WA sales tax	=	_____
			TOTAL UNSOLD	=	_____

Unsold merchandise has been returned to the vendor for credit \_\_\_\_\_ Y/N \_\_\_\_\_  
 If not returned, please explain \_\_\_\_\_

**D. Merchandise Checked Out and Not Returned:**

_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
_____	@	\$	_____	=	_____
			Value of Goods Not Returned	=	_____

The unsold items have been placed in inventory and the inventory list submitted to the ASB Activities Coordinator \_\_\_\_\_ Y/N \_\_\_\_\_. Resold to the school store \_\_\_\_\_ Y/N \_\_\_\_\_

The list of students not returning merchandise has been turned in \_\_\_\_\_ Y/N \_\_\_\_\_

Please explain any discrepancies \_\_\_\_\_

<b>Recap:</b>	<b>A. Merchandise or Tickets Sold:</b>		
	<b>B. Merchandise Pending Credit:</b>	+	_____
	<b>C. Merchandise on Fines List:</b>	+	_____
		<b>Sub-Total</b>	= _____
	<b>D. Merchandise Purchase Price:</b>	-	_____
	<b>Profit Total</b>	=	_____

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**Sign where indicated and return to your school ASB Bookkeeper.**  
 This recap will be kept on file for state auditing purposes.

South Kitsap School District #402  
**Shipping Return Authorization Form**

Form #25-B

**FROM:**

Name

Department/School

Street Address (No PO Boxes)

City

State

Zip

**SHIP TO:**

Vendor Name

Attn:

Street Address (No PO Boxes)

City

State

Zip

Quantity/Unit	Stock #	Description of Merchandise Being Shipped

E-Mail Address of Employee Requesting Shipment

Budget Administrator (Signature)

Authorized Budget Acct Code  
Approving Shipping Costs

UPS provides insurance up to \$100.00 in value per package. To purchase additional insurance, initial box giving authorization and indicate on the shipping label the declared value of the enclosed merchandise. \$ \_\_\_\_\_

☐ Initial Box if Additional Insurance is Authorized

**Return Merchandise Authorization**

(Complete this Section for Returns)

**Please supply invoice/receipt # and method of original purchase:**

☐ Invoice/Receipt # \_\_\_\_\_ ☐ Purchase Order # \_\_\_\_\_ ☐ Last 4 # of Credit Card \_\_\_\_\_

Vendor's Return Authorization # (RMA#)

Notes Regarding Return

Vendor Representative's Name Authorizing Return

Date

Phone Number

✓ **Reason for the Return:**

- ☐ Defective or damaged merchandise
- ☐ Duplicate order sent by vendor
- ☐ Received the wrong item
- ☐ Warranty work
- ☐ Merchandise for preview only
- ☐ Merchandise does not fit our curriculum or original intent
- ☐ Other, specify details: \_\_\_\_\_

✓ **Credit Information:**

- ☐ A new invoice will be generated and forwarded to SKSD
- ☐ A credit memo will be issued
- ☐ A check for reimbursement has been requested
- ☐ Restocking fees will apply: \$ \_\_\_\_\_
- ☐ Full credit for the entire invoice is anticipated
- ☐ no anticipated cost involved
- ☐ Other: \_\_\_\_\_

✓ **Who is Responsible for Shipping Costs**

- ☐ Vendor: Shipping via ☐ UPS (Attach call tag receipt to this form)
- ☐ Other: \_\_\_\_\_  
Specify method and attach receipt
- ☐ SKSD: Shipping via ☐ UPS
- ☐ Other: \_\_\_\_\_  
Specify method and attach receipt

Staple UPS Call Tag Receipt Here

Date Picked up by UPS: \_\_\_\_\_

## Rev 4/5/04

~Forward all quote documentaton with Requisition.

## Vendor #3

Vendor (name):				Required										
Representative (name):				Required										
Date Quoted:				Required										
Phone Number:				Required	( )	( )								
Fax Number:					( )	( )								
Delivery Date Requested:				Required										
Qty				Unit	Stock #	Make/Model #	Description	Price		Price		Price		
								Per unit	Extension	Per unit	Extension	Per unit	Extension	
									\$	-	\$	-	\$	-
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## South Kitsap School District # 402

**Check Request**

Instructions: Please complete form and attach documentation as needed (copies of original receipts, purchase orders, etc.)

Fund:	<input type="checkbox"/> ASB <input type="checkbox"/> General Fund	Date:	PO # (when applicable)
Requested By:			Amount: \$
Date Required:		Original Receipt # (required for student refunds):	
Make Check Payable to:			
Purpose:			
Account Code:			
Administrator's Approval:			
Check Distribution: <input type="checkbox"/> Return to Sender <input type="checkbox"/> Mail to Payable Address <input type="checkbox"/> Requestor will pick up			

For Accounting Use Only	Check Number:	or, Warrant No.:	Date:
	Approved By:		
	Comments:		

South Kitsap School District No. 402  
**Request for Purchase**

Fund # \_\_\_\_\_ Fiscal Year \_\_\_\_\_ Req# \_\_\_\_\_

Vendor Name:	Date:
Address:	Dept.:
Phone #:	Request by: _____ <small>I understand this is not a purchase order and only a request for goods or services.</small>
Fax#:	

Purchase Order Delivery Options: ☐ Mail ☐ Hand Carry ☐ Fax (Please provide fax number)

Quantity	Unit	Stock #	Description	Budget Code	Unit price	Extension

Special Instructions:	Sub Total	
	Shipping & Handling	
	WA State Tax (8.6%)	
Is this PO for a Fund Raiser?: <input type="checkbox"/> Yes <input type="checkbox"/> No Fund Raiser Name _____	Total Amount	

<b>ASB Use Only</b> Club Advisor/Coach: _____ ASB Advisor/Principal: _____ ASB Bookkeeper: _____ ASB Student Treas.: _____	<b>General Fund</b> Approved by Principal or Budget Administrator Signature _____ Date _____
--	---

<small>For Office Use Only</small>		<input type="checkbox"/>
Vendor # _____	PO Attachments: <input type="checkbox"/> Y <input type="checkbox"/> N (Please provide 4 copies of all attachments)	
Method of Payment: (select one) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Warehouse  <input type="checkbox"/> Purchase Order         </div> <div> <input type="checkbox"/> Blanket PO# (KCDA, Corp Exp) _____ /  <input type="checkbox"/> Procurement Card (last 4 digits) _____  <input type="checkbox"/> Petty Cash (All original receipts must be attached)         </div> </div>		
		For Blanket PO- Please send copy of this request to Purchasing w/copy of on-line receipt



South Kitsap School District No. 402  
**Request for Purchase**  
**Athletic Equipment & Supplies**

Fund # \_\_\_\_\_ Fiscal Year \_\_\_\_\_ Req# \_\_\_\_\_

Vendor Name:		Date:	
Address:		Dept.:	
Phone #:		Request by: _____ I understand this is not a purchase order and only a request for goods or services.	
Fax#:			
Purchase Order Delivery Options: <input type="checkbox"/> Mail <input type="checkbox"/> Hand Carry <input type="checkbox"/> Fax (Please provide fax number)			

Quantity	Unit	Stock #	Description	Budget Code	Unit price	Extension

<input type="checkbox"/> These items are not available through KCDA or Sportime; *MAEL has been updated. *MAEL=Master Athletic Equipment List is located on the S-Drive Verified by: _____ ▲ Signature ▲		Sub Total _____ Shipping & Handling _____ WA State Tax (8.6%) _____ Total Amount _____
Is this PO for a Fundraiser or Resale for Team Kits?: <input type="checkbox"/> Yes <input type="checkbox"/> No Fundraiser Name: _____		

ASB Use Only		General Fund	
Club Advisor/Coach: _____		Approved by Principal or Budget Administrator  Signature _____ Date _____	
ASB Advisor/Principal: _____			
ASB Bookkeeper: _____			
ASB Student Treas.: _____			

Vendor # _____		For Office Use Only	
		PO Attachments: <input type="checkbox"/> Y <input type="checkbox"/> N (Please provide 4 copies of all attachments)	
Method of Payment: (select one)			
<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Procurement Card	<input type="checkbox"/> Petty Cash (All original receipts must be attached)	

South Kitsap School District #402  
**Affidavit of Lost Receipt**

I hereby report that I have lost the receipt, or have been unable to secure a receipt for the South Kitsap School District purchase identified below:

Check all that apply:

- ☐ I have made several attempts to secure a receipt by contacting the vendor, but have been unsuccessful.
- ☐ I have attached a copy of my order form or an itemized list of items purchased to this form.
- ☐ I have attached the packing slip to this form.
- ☐ I have attached a copy of the approved requisition to this form.
- ☐ I acknowledge receipt of the items/services indicated on the attached requisition.
- ☐ Said items and/or services are acceptable and I authorize this invoice to be paid.
- ☐ Said items and/or services are not acceptable. Explanation:  
\_\_\_\_\_  
\_\_\_\_\_

Date of Purchase \_\_\_\_\_ Card Transaction ID# \_\_\_\_\_

Credit Card and/or PO # \_\_\_\_\_

Merchant Name: \_\_\_\_\_

Total Amount of Item(s) Purchased: \_\_\_\_\_ Is Comp Tax Due?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Explain:

\_\_\_\_\_  
\_\_\_\_\_

This signed document will be placed on file as a substitute for the original receipt.

Procurement Card Users: I understand that repeated incidences of lost receipts constitute "misuse" of the purchasing card and may result loss of purchasing card privileges.

Name of Employee purchasing supplies/services: \_\_\_\_\_  
Please print

X \_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Budget Administrator Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Kelly Hawkins, Manager-Accounting & Purchasing

\_\_\_\_\_  
Date

## South Kitsap School District

**MONETARY DONATION AGREEMENT**

(NAME OF DONOR) \_\_\_\_\_

hereby gives (NAME OF BUILDING OR DEPARTMENT) \_\_\_\_\_

a monetary donation in the amount of \$ \_\_\_\_\_ (CHECK #) \_\_\_\_\_

This donation is for the purpose of: \_\_\_\_\_


Reviewed by: <b>Assistant Superintendent</b>	<b>Accounting Department</b>
--	------------------------------

DONOR'S INFORMATION	SOUTH KITSAP SCHOOL DISTRICT'S INFORMATION
Name of Organization	Principal's, Director's, or Designee's Signature
Address	School/Bldg. Date
City, State, Zip	
Title	
Name (Please Print)	
Signature	

BOARD ACTION INFORMATION
*Date of Board Meeting
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Signature of Secretary to the Board/Superintendent

**\*Please submit this completed form to the SUPERINTENDENT'S OFFICE for Board action.**

## South Kitsap School District

**EQUIPMENT & MATERIALS DONATION AGREEMENT**

(NAME OF DONOR) \_\_\_\_\_ donates the following  
 equipment or materials to \_\_\_\_\_ DATE: \_\_\_\_\_  
*Name of BUILDING or DEPARTMENT*

Qty.	Description of the Donated Item(s)	DONOR'S Estimated Value

The School District hereby agrees to:

1. Accept ownership of the above-described donation.
2. Accept responsibility for the installation and maintenance of the above-described donation.

*Reviewed by Assistant Superintendent:*

When appropriate, ITS will determine if computer equipment is acceptable as a donation.

☐ APPROVED

☐ DENIED

*Signature:*

DONOR'S INFORMATION
Name of Organization
Address
City, State, Zip
Title
Name (Please Print)
Signature

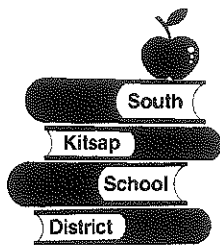
SOUTH KITSAP SCHOOL DISTRICT'S INFORMATION
Principal's, Director's, or Designee's Signature
School/Bldg. <span style="float: right;">Date</span>
BOARD ACTION INFORMATION
*Date of Board Meeting
<input type="checkbox"/> APPROVED <span style="float: right;"><input type="checkbox"/> DENIED</span>
Signature of Secretary to the Board/Superintendent

**\*Please submit this completed form to the SUPERINTENDENT'S OFFICE.**

Form 7460-S  
Rev 4/30/04/Hawkins

Employee Responsible for Trip:					School:																		
Name of Event					Event Location																		
Date/Time Leaving: <input type="checkbox"/> AM <input type="checkbox"/> PM					Date/Time Return: <input type="checkbox"/> AM <input type="checkbox"/> PM																		
Number of Chaperones (see attached list - includes employee responsible for trip and bus drivers)					Number of Student's Traveling: (see attached list)																		
STEP 1 - PRE-APPROVAL					STEP 2 - POST TRAVEL RECONCILIATION																		
<b>ESTIMATE OF COSTS</b>					<b>ACTUAL COSTS</b>																		
<div style="display: flex; justify-content: space-between;"> <div> <b>REGISTRATION</b>  Vendor:  <input type="checkbox"/> PO   <input type="checkbox"/> -Card   Budget Code&gt; </div> <div>Qty</div> <div>Unit \$</div> <div>Total Cost</div> </div>					<div style="display: flex; justify-content: space-between;"> <div> Itemized receipts are required for all expenses except per-diem reimbursements </div> <div>A Purchase Order</div> <div>B Credit Card</div> <div>C Out of Pocket Expenses</div> <div>D Grand Total of All Expenses</div> </div>																		
<div style="display: flex; justify-content: space-between;"> <div> <b>LODGING</b>  Vendor:  <input type="checkbox"/> PO   <input type="checkbox"/> -Card   Budget Code&gt; </div> <div># of Rooms</div> <div># of nights</div> <div>\$ per night</div> <div>Total Cost</div> </div>					<div style="display: flex; justify-content: space-between;"> <div>REQ/PO #▲</div> <div></div> <div></div> <div></div> <div></div> </div>																		
<div style="display: flex; justify-content: space-between;"> <div> <b>AIRFARE</b>  Vendor:  <input type="checkbox"/> PO   <input type="checkbox"/> -Card   Budget Code&gt; </div> <div>Qty</div> <div>Unit \$</div> <div>Total Cost</div> </div>					<div style="display: flex; justify-content: space-between;"> <div>REQ/PO #▲</div> <div></div> <div></div> <div></div> <div></div> </div>																		
<div style="display: flex; justify-content: space-between;"> <div> <b>SKSD Transportation (Bus, Car or Van)</b>  <input type="checkbox"/> Bus  <input type="checkbox"/> Car/Van   Budget Code&gt; </div> <div>Qty</div> <div>\$ per vehicle</div> <div>Total Est. Cost</div> </div>					<div style="display: flex; justify-content: space-between;"> <div>REQ/PO #▲</div> <div></div> <div></div> <div></div> <div></div> </div>																		
<b>OTHER TRANSPORTATION COSTS</b> -(original receipts required for reimb.) Circle as needed: Ferry, rental car, parking, taxi, etc. Rental Car Vendor: <input type="checkbox"/> PO <input type="checkbox"/> -Card   Budget Code>					<div style="display: flex; justify-content: space-between;"> <div>REQ/PO #▲</div> <div></div> <div></div> <div></div> <div></div> </div>																		
<b>MILEAGE:</b> Miles x \$0.55   Est. Miles> Budget Code>					<div style="display: flex; justify-content: space-between;"> <div>Actual Miles▲</div> <div></div> <div></div> <div>\$ -</div> <div>\$ -</div> </div>																		
<b>MEALS</b> (Attach Meal Plan) Budget Code>					<div style="display: flex; justify-content: space-between;"> <div>Itemized receipts are required for all expenses except pre-approved per-diem reimbursements</div> <div></div> <div></div> <div></div> <div>\$ -</div> </div>																		
<b>OTHER COSTS</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Qty</th> <th>Unit \$</th> <th>Ext Cost</th> <th>Total Cost</th> </tr> <tr> <td>1</td> <td></td> <td>\$ -</td> <td rowspan="3">\$ -</td> </tr> <tr> <td>2</td> <td></td> <td>\$ -</td> </tr> <tr> <td>3</td> <td></td> <td>\$ -</td> </tr> </table> <input type="checkbox"/> PO <input type="checkbox"/> -Card   Budget Code>					Qty	Unit \$	Ext Cost	Total Cost	1		\$ -	\$ -	2		\$ -	3		\$ -	<div style="display: flex; justify-content: space-between;"> <div>REQ/PO #▲</div> <div></div> <div></div> <div></div> <div></div> </div>				
Qty	Unit \$	Ext Cost	Total Cost																				
1		\$ -	\$ -																				
2		\$ -																					
3		\$ -																					
<b>TOTAL REQUESTED:</b> (not including sub costs)					<div style="display: flex; justify-content: space-between;"> <div>\$ -</div> <div></div> <div></div> <div></div> <div></div> </div>																		
SUBSTITUTE COSTS? <input type="checkbox"/> YES <input type="checkbox"/> No   Date of Board Approval					<b>TOTAL REIMBURSEMENT DUE :</b> (Attach chaperone claim form's for multiple reimbursements) <input type="checkbox"/> Indiv. claim form(s) attached																		
<b>PRIOR APPROVAL</b> As budget administrator, I have reviewed all estimated expenses and agree to traveler's selection of lodging, meal allowance, contingency, entertainment and necessity of vehicle rental.					<b>CERTIFICATION OF ACTUAL EXPENSES</b> I hereby certify under penalty of perjury that this is a true and correct claim for necessary and allowed expenses incurred by me, and that no payment has been received by me on account thereof. I understand that the District may withhold from my paycheck any disallowed charges plus interest.																		
X   ASB Student Treas. ▲   Date					X   Signature of Employee Responsible for Trip (Traveler) ▲   Date																		
X   Bookkeeper ▲   Date					X   Signature of Budget Administrator (* see note below for Admin.) ▲   Date																		
X   Principal/ Budget Administrator Signature ▲   Date																							

**\*If you are both the traveler and budget administrator, immediate supervisor's prior and post approval is required.**



# South Kitsap School District

*Nurturing Growth, Inspiring Achievement, Building Community*

Hoover Ave SE, Port Orchard, WA 98366-3034 • (360) 874-7000 • Fax: (360) 874-7024

Date:

Re: Authorization to Use District Credit Card

Dear Sir or Madam:

(employee's name), a staff member of South Kitsap School District, is hereby authorized to charge expenditures on:

Department name on charge card:

Credit card number #:

Description of purchase:

Specific date of activity: (required)

Questions concerning the use of this card can be directed to the following program administrators during business hours, M-F, 7:30 a.m. to 4:30 p.m. Pacific Standard Time:

- Business Services Manager, 360-874-7015,
- Purchasing Technician, 360-874-7023,

Thank you,

Director/Principal or designee's name:

Title:

Phone number:

## CONFIRMING PURCHASE ORDER FORM

From: South Kitsap School District Purchasing Department

Date: \_\_\_\_\_

Ref: Requisition # \_\_\_\_\_

Vendor: \_\_\_\_\_

- Our Board policy requires that an authorized purchase order be issued to the vendor **prior** to any materials or services being obtained or authorized by South Kitsap School District employees. Employees do not have the authority to place an order without providing the vendor an approved purchase order or procurement card at the time the merchandise or services are ordered. The above requisition **appears** to be a confirming order which would not be in compliance with Board policy. In the space below, please provide an explanation of the circumstances surrounding this requisition that would warrant deviation from this policy.

*Note: For time sensitive requests or emergencies, contact purchasing and a rush purchase order can be expedited to meet specific deadlines.*

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Purchased by: \_\_\_\_\_

Budget Administrator or Designee: \_\_\_\_\_

Reviewed: \_\_\_\_\_

*Kelly Hawkins, Manager – Accounting & Purchasing*

## CONFIRMING PURCHASE ORDER FORM

From: South Kitsap School District Purchasing Department

Date: \_\_\_\_\_

Ref: Requisition # \_\_\_\_\_

Vendor: \_\_\_\_\_

- Our Board policy requires that an authorized purchase order be issued to the vendor **prior** to any materials or services being obtained or authorized by South Kitsap School District employees. Employees do not have the authority to place an order without providing the vendor an approved purchase order or procurement card at the time the merchandise or services are ordered. The above requisition **appears** to be a confirming order which would not be in compliance with Board policy. In the space below, please provide an explanation of the circumstances surrounding this requisition that would warrant deviation from this policy.

*Note: For time sensitive requests or emergencies, contact purchasing and a rush purchase order can be expedited to meet specific deadlines.*

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Purchased by: \_\_\_\_\_

Budget Administrator or Designee: \_\_\_\_\_

Reviewed: \_\_\_\_\_

*Kelly Hawkins, Manager – Accounting & Purchasing*