

## **Associated Student Body**

### **Purpose**

The purpose of this procedure is to guide the formation and operations of an Associated Student Body (ASB) group within the district.

### **Scope**

This procedure applies to the Board of Directors, the Superintendent, all Valley School District staff and students.

### **Procedure**

#### **1. STRUCTURE**

- 1.1. Formation of an associated student body (ASB) is mandatory in grades seven (7) through twelve (12) whenever students engage in money raising activities with the approval and under the supervision of the district.
- 1.2. Formation of ASBs are not mandatory at the elementary level (grades K-6). However, any money raised by and for students in grades K-6 with the approval and under the supervision of the district must be administered in the same way as ASB money.
- 1.3. The Board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets and warrants.

#### **2. FINANCIAL OPERATIONS**

##### **2.1. Definitions**

- 2.1.1. “Associated funds” means fees collected from students and non-students as a condition to their attendance at any optional non-credit extracurricular event which is cultural, social, recreational or athletic in nature; and any revenue derived from the activities of, or received by and in support of, ASB programs.
- 2.1.2. “Non-associated funds” means money generated by fund-raising activities or solicitation of donations by student groups in their private capacities for private purposes, gifts and contributions.

##### **2.2. General Guidelines**

- 2.2.1. The Board will receive and approve a district ASB program fund budget annually.
- 2.2.2. All ASB money will be accounted for, spent, invested and budgeted the same way as other public money.
  - 2.2.2.1. ASB monies must be on deposit with the county treasurer with the exception of an imprest banking account. Such

funds will be administered in the manner required by the regulations of the State Board of Education.

2.2.3. Disbursements may be made either by warrant, imprest bank account or procurement card.

2.2.3.1. For schools with students in grade seven (7) or above, the ASB governing body must approve all disbursements of ASB money. Evidence of student approval by a representative of the governing body (signature) must appear on all vouchers, purchase orders and imprest fund check requests.

2.2.4. ASB purchases must comply with state bid procedure as outlined in the district bid requirements policy and procedure.

2.2.4.1. All property acquired with ASB associated moneys is considered property of the district.

2.2.5. The principal or designee, as primary advisor to the ASB, will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.

### **2.3. Use of Associated Funds**

2.3.1. ASB funds may be used for purposes consistent with district policy and approved by the governing body of the organization, subject to the provisions incorporated into the student body constitution and bylaws.

2.3.2. Purposes that directly further or support the school district's program – both co-curricular and extracurricular – are suitable uses for ASB funds, if the activities are optional for students.

2.3.3. The ASB governing body will participate in the determination of the purposes for which ASB financial resources will be budgeted and disbursed. Such purposes will be reflected in the ASB budget which is submitted to the Board for its approval.

2.3.4. ASB associated funds may not be used for gifts or recognition to individuals for private benefit.

### **2.4. Non-Associated Funds**

2.4.1. Solicitation of funds for private purposes is limited to scholarship, student exchange and charitable contributions, and must be accompanied by clear notice of the intended purposes along with a disclosure that funds will be held in trust by the district exclusively for those purposes.

2.4.2. Non-associated funds must be contributed and raised on a voluntary basis.

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- 2.4.3. Students wishing to use district facilities to raise private non-associated student body funds must comply with district policy and procedures, including those regarding community use of school facilities.
  - 2.4.4. Non-associated funds will be held in trust by the district for the purposes indicated during the fund raising activities until the student group doing the fund raising requests disbursement of the funds and the accounts of the fundraising are complete and reconciled.
    - 2.4.4.1. All expenditures of non-associated monies will be approved by the ASB group raising the funds.
  - 2.4.5. Fundraising activities not associated with an ASB-sponsored organization, including raising private non-associated student body funds, are not permitted by law to be done under the direction or supervision of staff nor with the use of district equipment, supplies, facilities or other district resources unless the district is fully reimbursed for all such costs.
  - 2.4.6. For handling the accounting for complex fundraising programs for private non-associated student body fund moneys, the district will be compensated for direct costs.
  - 2.4.7. The principal or designee will have the authority to arrange for non-ASB funds to be held in trust in separate accounts in the fund so long as students are informed in advance that a charge will be made to cover the full cost of the service.

**Supporting Documentation**

3510F1-ASB-Constitution and Bylaws of Valley Middle School

3510F2-ASB-Constitution and Bylaws of Paideia High School

**Document History**

<b>Action:</b>	<b>Date:</b>
New	February 17, 2016
Revised	
Revised	
Revised	