

WHITERIVER UNIFIED SCHOOL DISTRICT NO. 20

STUDENT ACTIVITIES

CLUB SPONSOR

HANDBOOK



**WHITERIVER UNIFIED SCHOOL DISTRICT NO. 20
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

Policies and Procedures Agreement

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Whiteriver Unified School District Student Activities Handbook.

Club Name: _____

Sponsor Signature: _____

Principal Signature: _____

Date: _____

**Return to: Sandie Sedillo
Whiteriver Unified School District No. 20
Business Office
Attention: Student Activities Treasurer**

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STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**



Dear Club Sponsor:

The purpose of this handbook is to provide you, the sponsor, with guidance regarding District fundraisers, receipts and expenditure policies and to ensure a mutual understanding of your responsibilities as a club sponsor.

Copies of policies pertaining to student activities are available upon request from the District office. These policies have been developed according to Arizona Revised Statutes and the Uniform System of Financial Records and will be strictly enforced.

Thank you for your support of student activities.

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ORGANIZATION

1. Requirements for organizing a student club.
 - a. Club must submit a constitution that identifies the purpose of the club, to the Student Council Advisor for approval. See **Sample Constitution Form** in the Appendix.
 - b. Club must have at least one adult sponsor who is an employee of the District and must be approved by the School Principal.
 - c. Club must elect officers and submit officer names and member names to the Student Council, and Student Activities Treasurer.
2. The Student Council and each student club should follow these procedures for meetings:
 - a. The meeting is called to order and a club member must take minutes. The Club Sponsor must be present.
 - b. Minutes must include, but not be limited to the following: date, time, members present, discussion, motions made and motions approved. See **Sample Minutes Form** in the Appendix.
 - c. Minutes are filed by the Club Sponsor and must be retained for three years for audit purposes.
3. Conflict of interest policies, as stated in District policy GBEAA and ARS Title §38-503 apply to all student activity transactions. ARS Title §38-503 prohibits school employees from participating in any manner in a contract, sale or purchase where the employee or a relative has a substantial interest in the contract sale or purchase.
4. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION.**

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FUNDRAISERS

1. All fundraisers must have prior approval from the Student Council and the Principal/Governing Board or their designee. The completed Fundraiser Approval Form must be submitted to the District Office prior to the start of any fundraising activity. See **Fundraiser Approval Form** in the Appendix.
2. Student activities monies are derived from a variety of sources: dues, concessions, interest, ticket sales, publications, yearbooks, class or student pictures, and fund raising events approved by Principal/Governing Board or their designee. ALL monies raised by the students must be deposited into a student club account.
3. A Student Club may **NOT** hold a raffle, drawing, lottery or similar event.
4. Students are discouraged from selling items house to house.
5. Proceeds from sale of inventory (candy, T-shirts, etc.) should be compared to items sold to calculate proceeds. Use the following method:

Step 1	Amount purchased from vendor
Less:	Amount left on hand
Equals:	Amount sold

Step 2 Amount sold x selling price = proceeds

6. Any unsold inventory after fundraising sales (candy, T-shirts, etc.) should be accounted for and properly safeguarded.
7. ***ALL PROCEEDS FROM FUNDRAISERS MUST BE PHYSICALLY SAFEGUARDED.**
8. It is the practice of the District to limit the sale of competitive food items, including candy, on its campuses, and to encourage students to utilize the school cafeteria(s).

The following guidelines shall apply for the sale of food items:

- The decision concerning the sale of candy and other food items; i.e. cookies, brownies, etc., shall be left to the discretion of the administration at each individual campus.
- However, if food sales are allowed, no competitive food items shall be sold during the breakfast and lunch hours.
- Food sold should be commercially regulated or its preparation properly supervised and not made at home.
- All student food sales shall receive prior approval from the Student Council. See **Fundraiser Approval Form** in the Appendix.

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RECEIPTS

General Requirements:

1. All monies must be physically safeguarded. Cash collection sheets must be completed with monies counted and verified.
2. All cash shall be deposited on a daily basis, regardless of amount.
3. Private bank accounts are not authorized for use by any student clubs.
4. Individual clubs must maintain cash balances:
 - for current cash balances,
 - for reconciliation with District records, and
 - for audit purposes.

Specific Procedures:

1. The Club Sponsor and the Club Treasurer should work together to prepare the Cash Collection Report. See **Cash Collection Report** in the Appendix.
 - If tickets were involved, be sure to include the beginning and ending ticket numbers, calculating the number of tickets sold.
 - A calculator tape of check totals should be attached to the checks if possible.
 - All checks should be endorsed on the back with the Whiteriver Unified School District No. 20 stamp borrowed from the school office or bookstore.
 - The Cash Collection Report requires signatures of the Club Officer and the Club Sponsor.
 - The Cash Collection Report is forwarded intact, with cash, checks, and any remaining unsold tickets, to the School Secretary (Assistant Student Activities Treasure) at each school.
2. When the Assistant Student Activities Treasurer receives the Cash Collection Report, a receipt will be issued to the Club Sponsor/Club Treasurer. A copy of the receipt is maintained by the Student Activities Treasurer.

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EXPENDITURES

General Requirements:

1. Monies should be expended in a manner beneficial to those students currently in school. Students must actively participate in the management of funds.
2. Student activities monies must not be used to defray any District expense.
3. Cash must be available in the account of a student club before a purchase is made.
4. All purchases of goods and services must have prior approval by the Club. Purchase Requisitions are required for all expenditures, with the exception of cash advances. See **Purchase Requisition Form** in the Appendix.
5. Cash advances are available only when necessary and must be justified and approved by the School Administrator on the requisitions. Cash advances are subject to final approval by the Student Activities Treasurer. Cash advances are only used for student travel and field trips. When cash is distributed to students a form must be submitted with each student's signature and the amount of cash received otherwise all receipts must be submitted and any remaining cash returned to the District Student Activities Treasurer within 2 days of the trip. **Original receipts and remaining cash must equal the amount of the cash advance.** Sponsor is responsible for any cash discrepancy. *Please note that the District does not reimburse tips for taxis, shuttles, or meals.
6. When purchases exceed \$5,000, the District procurement procedures apply:

\$5,000-\$50,000	require 3 written quotes
\$50,000 or more	require competitive sealed bids

Contact the District Purchasing Department for assistance.
7. All items purchased must be shipped directly to the individual school sites.
8. Disbursements from student activities monies may only be made by the District Student Activities Treasurer upon receipt of proper invoice and a receiving report authorizing the disbursement. Cash transactions, with the exception of cash advances as mentioned above, are NOT permitted.
9. At the end of each fiscal year, all club accounts must have a positive or zero balance. It is the responsibility of the Club Sponsor and District Student Activities Treasurer to ensure accounts complete the year in a positive standing. Clubs that had no activity during the year must be justified to remain an active club. After the second year of inactivity, any ending balances are automatically transferred to the school's Student Council account.
10. Capital items purchased by a student club are considered property of the District.
11. Purchases made without a purchase requisition and proper authorization are considered an unauthorized purchase. The District will not reimburse the Club or Club Sponsor for any unauthorized purchases.
12. Students/club members are not authorized to pick up or purchase items.

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Specific Procedures:

1. Club pre-approves the expenditure and records the pre-approval in the club minutes.
2. Club officer prepares the Purchase Requisition Form. See **Purchase Requisition Form** in Appendix.
3. Club forwards requisition and minutes to principal's office for signature.
 - Principal signs and returns copy of requisition to club.
 - School Secretary forwards copies of requisition to Student Activities Treasurer at the District Office.
4. District Student Activities Treasurer verifies adequate club balance to cover expenditures.
5. District Student Activities Treasurer generates a Purchase Order from the Purchase Requisition Form and distributes a copy to the Club.
6. When the student club receives items, receipt of items should be noted on the receiving copy of purchase order and forwarded to the school secretary with invoice if included. The school secretary will forward to District Student Activities Treasurer for payment. Club Sponsor/Club Treasurer should reduce the Club cash balance by the amount of the invoice.
7. District Student Activities Treasurer processes invoice for payment.
8. **After the fact Purchase Orders**

Always remember that a purchase made without a purchase order is a violation of the procurement rules. An employee who purchases without a purchase order is acting outside the scope of his/her authority. Without proper authority, an employee is no longer acting as an agent of the district. As such, this infraction could result in the employee being held personally liable for the purchase.

"What Is an After the Fact Purchase"?

- A purchase order that is issued after an item has been received or picked up.
- A purchase order that is issued after a service has begun or has been completed.
- A preview item that is delivered without a purchase order and is then purchased.
- Calling in an order to the vendor prior to receiving a copy of the purchase order.
- Sending the purchase requisition to the vendor in advance of the purchase order.
- Making reservations or scheduling services without a purchase order.

"Why is an After the Fact Purchase Order So Bad"?

- A purchase order is the only legal commitment to spend district funds to outside vendors.

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- **A purchase order insures that procurement rules have been followed for the purchase and that budget funds have been properly approved.**
- **Phoning in or faxing your order in with a requisition leads to double shipments that may have to be charged to your ordering site.**
- **Your auditors will note an “After the Fact” purchase as a violation of the procurement rules.**

“What Can We Do to Avoid These Unauthorized Purchases”?

- **Require your end users to wait until they have a purchase order in hand before ordering any goods or allowing any services to begin.**
- **Work with your schools and departments to help them understand that there are lead times in processing orders.**
- **Work with your vendors to ensure that they do not provide goods or services without a properly executed purchase order.**

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RECONCILIATION

1. The Club Sponsor and Club Treasurer should obtain a monthly report of club balances from the District Student Activities Treasurer.
2. The District club balance should be verified with the student club balance. Any discrepancies should be researched and reconciled.
3. The Club Sponsor should verify the balance. If the balance is not correct, please contact the District Student Activities Treasurer in writing as to what you think the discrepancies are.

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Alchesay High School Activity Request/Approval Form



Date _____ Club Name _____

Activity Requested on:

_____ from _____ in _____
(date) (time) (place)

_____ Concession Lottery: ___ Fall ___ Winter ___ Spring

_____ Sales: _____

_____ Food Sales: _____

_____ Dance: Obtain approval form from StuCo Sponsor

_____ Other: _____

Purpose _____

_____ Club President (Rep.)

_____ Club Sponsor

Student Council Executive Use Only:

Approved as Submitted Request Denied Approved with Modifications

_____ Social Manager _____ StuCo Sponsor _____ Date

Principal's Signature _____

Approved as Submitted Request Denied Approved with Modifications

Remarks

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SCHOOL NAME: _____ CLUB: _____

DATE/TIME OF MEETING _____

MEMBERS
 PRESENT _____

AGENDA: _____

APPROVAL OF EXPENDITURES: (LIST)

Vendor Name	Item/Reason for Expenditure	Amount

Total: \$ _____

 Club Officer

 Club Sponsor

 Principal

 Student Activities Treasurer

<i>For Office Use Only</i>	
Club Cash Balance:	\$ _____

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STUDENT ACTIVITIES PURCHASE REQUISITION

Account Name: _____
 Sponsor's Name: _____
 Sponsor's Extension: _____

Account #: _____
 Date: _____

PO Payable To: _____
 Address: _____
 City, State, Zip: _____
 Phone #: _____
 Fax #: _____

CIRCLE ONE PLEASE!

- Mail PO to vendor
- Fax PO to vendor
- Mail out check to vendor
- Will pick up
- Email PO to Sch. Secretary

Item #	Description of Items Being Ordered	Quantity	Unit Price	Total
			Subtotal	
			AZ Tax 9.725%	
			Out of State 8.6%	
			S & H 10 %	
			TOTAL	

Club Sponsor's Signature: _____
 Administrator's Signature: _____
 Date Received: _____
 Activities Treasurer
 Signature: _____

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TRANSFER OF FUNDS

\$ _____

TO ACCOUNT: _____ # _____

FROM ACCOUNT: _____ # _____

Club officer's signature disbursing funds: _____

Club sponsor's signature disbursing funds: _____

Administrator's signature: _____

Received by WUSD Activities Treasurer: _____

Date Received: _____

Description of Transfer: _____

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SAMPLE STUDENT CLUB CONSTITUTION FORM

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be <name: _____> Student Activities Club.

Section 2: The <name: _____> Student Activities Club is organized exclusively for supplemental educational purposes.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall consist of students at <school name: _____>

ARTICLE III – ANNUAL MEETING

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Student Club who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by the Student Club President.

Section 3: Notice. Notice of each meeting shall be given to each Student Club Member.

ARTICLE IV - <name: _____> STUDENT ACTIVITIES CLUB

Section 1: Student Club Role, Size. The Student Club shall not have fewer than 5 members from the student body and one adult sponsor. An adult sponsor will assist and monitor the Student Club but will not act as a voting member. An adult sponsor must be an employee of the School District.

Section 2: Meetings. The Student Club shall meet at least monthly, at an agreed upon time and place.

Section 3: Terms. All Student Club Members shall serve one-year terms, but are eligible for re-election.

Section 4: Student Club Elections or Appointments. Election of new Student Club Members will occur as the first item of business at the annual meeting of the Club. Officers will be elected by a majority vote.

Section 5: Quorum. A quorum must be attended by at least 3 members of the Student Club before business can be transacted or motions made or passed.

Section 6: Notice. An official Student Club meeting requires that each Student Club Member have written notice at least 24 hours in advance when possible.

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SAMPLE STUDENT CLUB CONSTITUTION FORM

Section 7: Officers and Duties. There shall be 4 Officers of the Student Club consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Student Club meetings, shall preside or arrange for other Student Club Members to preside at each meeting in the following order: Vice President, Secretary and Treasurer.

The Vice President will chair committees on special subjects as designated by the Student Club Members.

The Secretary shall be responsible for keeping records of Student Club actions, including overseeing the taking of minutes at all Student Club meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Student Club Member.

The Treasurer shall make a report at each Student Club meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Student Club Members and the public.

Section 8: Vacancies. When a vacancy on the Student Club exists, nominations for new members may be received from present Club members by the Secretary two weeks in advance of a Student Club meeting. These nominations shall be sent out to Club Members with the regular Student Club meeting announcement, to be voted upon at the next Student Club meeting. These vacancies will be filled only to the end of the particular Student Club Members term.

Section 9: Resignation, Termination and Absences. Resignation from the Student Club must be in writing and received by the Secretary. A Student Club Member shall be dropped for excessive absences from the Club if she/he has three unexcused absences from Student Club meetings in a year. A Student Club Member may be removed for other reasons by a three-fourths vote of the remaining Members.

Section 10: Special Meetings. Special meetings of the Student Club shall be called upon the request of the President or one-third of the Student Club Members. Notices of special meetings shall be sent out by the Secretary to each Student Club Member dated at least 24 hours in advance when possible.