Name of Handbook:	CHS Activities Handbook		
Building / Department:	Campus High School		
Page of Handbook	**Current Verbiage of Handbook**	**New / Proposed Changes to Handbook**	**Additional Notes**
11	Verbal approval followed by form submission	Added formal administrative and district finance approval process	
11	Counting procedures not clearly defined	Added two-person counting rule with adult requirement	
11	Money handling described generally	Added USD 261 Cash Counting & Verification Form requirement	
11	Security of funds briefly referenced	Added vault security procedures and after-hours handling	
12	Deposit timing loosely defined	Clarified daily deposit expectation and formal exception approval	
12	Electronic payments not clearly defined	Established Square as the only approved electronic payment system	
13	Transcript withholding mentioned	Removed due to compliance considerations	
13	Record keeping mentioned generally	Added district-issued receipt book requirement	
13	No explicit audit language	Added financial transparency and audit readiness language	
11	No purpose statement	Purpose - The purpose of these procedures is to ensure that all fundraising activities conducted by Campus High School student organizations are managed in a manner that is secure, transparent, and compliant with USD 261 district financial procedures and audit requirements. These procedures help protect students, staff, and the district by establishing clear expectations for approval, collection, handling, and documentation of fundraising funds.	Added Purpose Statement "Start with the Why"
11	No scope statement	Scope - These procedures apply to Campus High School clubs, teams, and student organizations conducting fundraising activities that utilize the school's activity accounts. These procedures do not apply to PTO or external booster organizations, which follow separate district guidelines.	Added Scope since PTO/Booster information is in the handbook, but operate outside of financial scope
9	No purpose statement	Added Purpose section explaining the intent of the procedures	Start with the Why
9	No scope statement	Added Scope section defining which trips and activities the procedures apply to	Clarify applicability
9	Administrative approval referenced generally	Defined verbal pre-approval process with an administrator before planning	Clear process
9	Single 10-day deadline referenced	Clarified 10 days for in-state trips and 1 month for out-of-state travel	Planning clarity

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9	Out-of-state travel briefly referenced	Added formal BOE approval process with administrative memo	Governance compliance
9	Parent permission instructions inconsistent	Clarified KSHSAA consent vs field trip consent vs out-of-state consent requirements	Reduce confusion
10	No medical policy language included	Added USD 261 Out-of-State Medical Release requirement	Student safety
10	Medication responsibilities unclear	Added nursing delegation limitation outside Kansas	Legal compliance
10	Duplicate attendance instructions	Consolidated into single attendance verification procedure before departure	Simplify procedure
10	Cafeteria notification requirement	Removed cafeteria notification step	Administrative efficiency
10	Transportation request mentioned briefly	Clarified district transportation request process	Operational clarity
10	Trip notifications unclear	Defined communication with attendance secretary, nurse, and administration	Improve coordination