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| 2 | ~~The Purpose of the Campus High School Activity Program is:~~<br>.<br>~~To provide a positive image of the school district.~~<br>.<br>~~To strive for excellence.~~<br>.<br>~~To ensure growth and development of the individual in these areas:~~<br>.<br>.<br>~~Physical Fitness: To develop each individual to his/her highest physical fitness capacity through the development of strength, neuromuscular coordination, vigor and vitality.~~<br>.<br>~~Mental Fitness: To develop within each individual the ability to use ethical values to reason and judge rationally before making decisions.~~<br>.<br>~~Emotional Fitness: To develop within each individual the ability to control emotions in situations highly charged with tension and to learn to sacrifice personal whims in regard for the skills and abilities of others in group activities.~~<br>.<br>~~Recreational Fitness: To develop within each individual an understanding and appreciation of fine arts, games, sports, and outdoor life, which the individual may enjoy for his/her leisure, time in life.~~<br>.<br>~~Educational Fitness: To develop in the individual the confidence to present himself/herself well to others, the ability to express his/her thoughts clearly, the desire to listen with understanding, and the knowledge to understand his/her duties and rights as a citizen.~~<br>.<br>.<br>~~To provide a laboratory that will allow students to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This laboratory should provide adequate and natural opportunities for~~<br>.<br>.<br>~~Physical, mental, and emotional growth.~~<br>.<br>~~Acquisition and development of special skills in activities of each student's choice.~~<br>.<br>~~The development of such team play values as loyalty, cooperation, fair play, and other desirable social traits.~~<br>.<br>~~Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.~~<br>.<br>~~A focus of interest on activity programs for the student body, faculty, and community that will generate a feeling of unity.~~<br>.<br>~~Achievement of initial goals as set by the school in general and the student as an individual.~~<br>.<br>~~Provisions for worthy use of leisure time in life, either as a participant or a spectator.~~<br>.<br>~~Participation by the most skilled will enable these individuals to ascertain possibilities for future vocational pursuits.~~<br>.<br>~~Participation purely for the purpose of having fun.~~<br>.<br>~~To learn to enjoy one of the greatest heritages of youth – the privilege of competition.~~<br>.<br>~~To learn to accept the responsibilities that come with the privilege of competition.~~<br>.<br>~~To learn the violation of a rule in a contest results in a penalty and that this same sequence follows in the game of life.~~<br>. | Updated to a fresh purpose reflective of the district strategic planO:<br>The purpose of the Campus High School Activity Program is to:<br>1. Promote a Positive Image of the School District<br>a. Engage in activities that reflect the district's commitment to excellence.<br>b. Foster pride and school spirit among students, staff, and the community.<br>2. Strive for Excellence<br>a. Encourage students to pursue excellence in all endeavors.<br>b. Develop high expectations for participation, leadership, and teamwork.<br>3. Foster Holistic Development<br>a. Physical Fitness – Enhance physical health and wellness.<br>b. Mental Fitness – Develop ethical reasoning and decision-making.<br>c. Emotional Fitness – Cultivate emotional intelligence and resilience.<br>d. Recreational Fitness – Promote appreciation for arts, athletics, and leisure.<br>e. Educational Fitness – Improve communication and civic engagement.<br>4. Provide Real-World Learning Opportunities<br>a. Support personal growth in various challenges.<br>b. Develop specialized skills in chosen activities.<br>c. Emphasize values like loyalty, cooperation, and fair play.<br>d. Encourage self-discipline, motivation, and sportsmanship.<br>e. Foster unity among students, faculty, and the community.<br>f. Enable students to achieve individual and collective goals.<br>g. Offer opportunities for lifelong leisure engagement.<br>h. Help students explore vocational interests.<br>i. Encourage participation for enjoyment and fulfillment.<br>5. Embrace the Spirit of Competition<br>a. Teach students to value competition as a growth opportunity.<br>b. Promote responsibility, accountability, and ethical conduct.<br>c. Reinforce that rule violations lead to consequences. | Updated to a fresh purpose reflective of the district strategic plan |

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| 4 | ~~New Clubs~~<br><br>~~To be recognized as an "official organization", a club must Have an approved constitution presented and OK'd by the Student Council.~~<br><br>~~Have at least one faculty sponsor.~~<br><br>~~Be approved by the administrative team.~~<br><br>÷ | To:<br>New Club Formation<br><br>Step 1: Application Submission: Complete the New Club Application, including a faculty sponsor signature, and submit it to the Activities Director.<br><br>Step 2: Constitution Drafting: Upon approval of the application, use the CHS Club Constitution Template to draft a club constitution. Submit the completed constitution to the Activities Director, who will send it to the Student Council (StuCo) for a first read.<br>:<br>Step 3: StuCo Review and ApprovalAddress any recommendations from StuCo's first read and submit a revised constitution for a second and final read.<br><br>Probationary StatusClubs may hold meetings and elections upon application approval but before StuCo readings or voting. During this period, the club is considered on probationary status. | Updated to a fresh purpose reflective of the district strategic plan |

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| 4 | Removed: Class Organizations and Sponsor Responsibilities<br><br>All teachers will be assigned to sponsor one of the four classes. One teacher will be assigned as a head sponsor.<br><br>The head sponsor will be responsible for organizing the group of sponsors, supervising class meetings, and assignments, working with the other sponsors, and communicating with the principal regarding proposed class activities.<br><br>The senior class will be responsible for organizing and funding football homecoming.<br><br>The sophomore class will be responsible for organizing and funding basketball homecoming.<br><br>The junior class will be responsible for organizing and funding the prom.<br><br>The Freshman class will be responsible for organizing and funding the back-to-school dance. | | Redundant and only applicable to StuCo and class sponsors who have their own list of rules which are laid out in the StuCo constitution. |
| 5 | Removed “Signups will be in the Activity office on a first come basis for approval and coordination.”<br>Removed “This is not a fund-raising activity so items cannot be sold. You may collect dues. See cashier to make arrangements.” | | This is no longer the process |
| 5 | | Added “Active clubs are expected to have a table or booth at the Fall activities fair. A table, sign, and sign-up forms will be provided. All other decorations are the responsibility of the club.” | |
| 5 | Removed “Bake Sales” to just state “Food Sales”<br>Changed from “Food sales may be scheduled according to the wellness guidelines.” to “Food sales may be scheduled on two consecutive days, one time each semester. “ | | Not all food sales are bake sales. Each club has a food guideline exemption for two sales a year. |
| 5 | | Added “Sales are not allowed in the commons during lunch hours.” | |

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| 6 | Removed the same note from the bottom of the page because it was redundant. | Changed “Workers may have pop and some popcorn while they work. You must pay for the candy, hot dogs, and nacho chips! (Sorry, you will eat up all the profits.)” to “NOTE: Workers may have one drink and one food item during their shift.” | Reflect current practice |
| 11 | Removed “AESOP “ from wording regarding substitute | | unnecessary |
| 11 | | | |
| ALL | Moved Club Forms to its own section. | Added wording and header | Asthetics |

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| 12 | Updated the Entire Fundraising Policy<br><br>OLD<br>Fund Raising Guidelines<br><br>The purpose of fundraising is to raise money for projects and activities of an organization, club, or class to benefit student activities beyond what is allowed by the Board of Education subsidy. School organizations provide an important extracurricular opportunity to develop student leadership and involvement through the attainment of worthwhile goals designed to accomplish the organization's purpose--fundraising should not be for individual gain, membership parties, etc. The following guidelines encourage student involvement with "checks and balances" designed to provide accountability and protection for all parties handling fundraising products and monies. They also recognize the need for funds by "many" organizations operating in a limited market. There are many ways to involve students in the organization's purpose with little or no costs--Campus cleanup in the beautification, providing tutoring services, posters/recognition, etc.<br><br>All projects, drives, campaigns, etc. must be submitted to the Activities Director (AD) for approval on a "Fund Raising Request" form and receive approval before initiating any fundraising attempt. The AD will screen requests concerning the following: a) organization's need/goal, b) conflict with other school activities or fundraisers, c) type, quality, and price of the product,<br><br>d) experience with expected support by the company (presorted products, return of unsold items, computer generated checkout/collection summaries for each seller and total group, etc.).<br><br>The organization or its executive committee working with the sponsor must vote for the fundraiser and a club purchase order must be signed by the sponsor, then turned in with a purchase requisition to the AD.<br><br>All income and expenditures must be processed through the club's school activity account. All funds must be placed in the school activity account and dispersed by check. Under no circumstances is any sponsor or club member to collect money and then spend it. No checks will be issued until funds are available in the club account. Balances are not allowed to go below zero. Most fundraising companies work with schools through pre-sales/consignment and bill the organization after products are distributed, and monies are collected.<br><br>The sponsor is responsible for the products purchased and the monies collected. The system of accounting for the distribution of products and collection/transfer of monies should be approved by the Activities Director. The Activities Director is available to help develop an accurate accounting system with "checks and balances" to protect the sponsor, students and organization from accusations of theft/loss and to help ensure the projected profit for the efforts expended. Many companies provide computer-generated checkout/collection sheets that could easily be modified to provide appropriate checks and balances.<br><br>DISTRIBUTION OF PRODUCT: The recommended procedure is that the money is to be collected when the product is delivered. If you need a different procedure, please contact the A.D. in advance. Whether you use students to sort items into individual seller bags for their distribution and collection or the company provides this service, each bag should contain a listing of what items go to each customer and the amount to be collected (including 6.3% tax) from each customer and total amount to be collected for all items issued. Have one student confirm the count in each bag and initial listing. Set a time, with officer help, for sellers to pick up items confirming count in bag and sign/date checkout sheet to that effect. Checkout/Collection sheet (could be a sheet for each individual or summary of all sellers) should contain "Seller Name," individual "Item Count, per item Cost," "Tax", "Total Due" to be collected by the seller, and sign/date "Item Receipt" column.<br><br>UTILIZE STUDENTS- IT'S THEIR FUNDRAISER, BUT BE PRESENT AND MONITOR THEM FOR THEIR PROTECTION. Work with the AD to help determine your students' appropriate level of involvement in handling monies for the approved fundraiser.<br><br>USE LOCKED BANK BAG/VAULT/NIGHT DEPOSIT: The cashier will issue the sponsor a lockable bank bag for safe storage of their monies from tampering while the bag is in their possession or the vault. One key will be issued to the sponsor; the other key will be at the bank. Only the sponsor should control the key. Check with the cashier for procedures--the Campus vault or night deposit or when you are not working with them. Frequent deposits or using a different bag for daily collections is suggested versus transporting large sums of monies to and from your room. Except in the sponsor's presence, students should not have access to the bank bag.<br><br>COLLECTION OF MONIES: A checkout/Collection sheet may be used to record the collection of monies from students.<br><br>Set time for collection of monies in your presence.<br><br>Have officers accept money packets from sellers and confirm $ count in presence of the seller, record date/$-amount (could give a receipt to seller), return to and seal $-packet. OR<br><br>If there isn't time to confirm the $-amount in the packet, then make the seller understand that records of date/CS confirm only that the SEALED packet was received and that the $- amount may be confirmed later in their presence or they will be notified if there are any discrepancies when the packet is later opened and confirmed by an officer and sponsor, together.<br><br>Sponsors should accept money packets from students outside of scheduled times to avoid students carrying large sums of monies around school but insist on the sealed envelope procedure above. If you can't record the receipt of the packet at the time, record it later (a handwritten receipt to the student at the time would be appropriate).<br><br>BALANCING PROCEDURE: If you and your officers have worked closely on the collection of monies, then at frequent intervals (following major collections), you should sit down with them and balance the total monies collected against the sum of "$-Packet Confirmed" amounts on the checkout/collection sheet. If balanced, then package monies, deposit monies with the cashier, and band/store packets with notes to indicate already balanced/deposited. The more frequently you do this procedure, the better your chance of identifying and correcting any discrepancies.<br><br>RECEIPT OF MONIES FROM OFFICERS TO SPONSORS: If you were not intimately involved in the collection/confirmation of monies by your officers, then their signature confirming acceptance of collected monies leaves the responsibility with them for these monies.<br><br>Either confirm the contents of each $-packet with them along with the dates and amounts on the checkout sheet and confirm the monies they accept by continuing with the procedures above (identify and correct discrepancies). OR<br><br>Utilize the sealed-envelope procedure with them until later confirmation can be accomplished. OR<br><br>Require them to provide you with a "Student Officer/Sponsor Deposit Slip" recording packaged monies and the amounts on attached empty $-packets to allow you to accept a total amount of money by signing the deposit slip--the $-packet deposit listing should be checked against the collection on the checkout/collection sheet and checked for correct addition (adding machine tape would facilitate this).<br><br>Monies deposited with the cashier are to be packaged in separate denominations ($5 bills, $1 bills, quarters, etc.) with totals listed on the "Cashier Deposit Slip" form along with a listing (adding machine tape) and a total of amounts of checks submitted. An electric change sorter, pre-sized coin sleeves, and adding machine are available through the cashier. It is suggested that club officers be involved in helping with this packaging, always in the presence of the sponsor. Put packaged monies, deposit sheets, and check tape in the locked bag and return it to the vault. Give the cashier the key and have her confirm your deposit and issue a receipt. This procedure will provide a check & balance between the sum of your collections from individuals and the aggregate total of monies collected--any discrepancies can then be analyzed by the most familiar with the collection process, yourself/officers.<br><br>The deposit sheet will help identify the cause of any discrepancies between your submitted deposit and the cashier's count. As long as you provide security for your funds through the locked bag and vault/night deposit, you may wait until the end of your fundraiser to package monies just once (Do not hold checks for extended periods, you may submit "checks only" for deposit every few days. Checks are to be made out to Campus or CHS. The organization's initials should be written in the upper right-hand corner in case the check is returned--see cashier for initials to use.) Small, infrequent amounts of money may be deposited directly with the cashier for an immediate receipt. Still, it is suggested that the locked bag/vault be used to collect a reasonable amount of money ($300-$500) from a large fundraiser before packaging and depositing. You may package and deposit monies daily if you prefer. Work with the AD and cashier on storing monies in the vault and coordinating an appropriate deposit schedule for your fundraiser. NEVER LEAVE MONIES ON THE CASHIER'S DESK--HAND IT DIRECTLY TO HER OR USE THE BAG/VAULT/KEY SYSTEM ABOVE!<br><br>Typically, a major portion of the monies from a fundraiser will be deposited within 2 weeks of the initial delivery date of the products. The collection/deposit of the remaining monies and return of products to the company will generally be concluded within 4 weeks of the initial delivery date.<br><br>After every attempt has been made by the sponsor to collect money/product for fundraising from the student's name and their "outstanding obligation" into the AD along with a copy of the accounting system supporting the same. The AD will attempt to collect the obligation and transfer it to the cashier as an "outstanding obligation" (and withholding of transcript) if the AD is unable to collect.<br><br>Figure and collect current sales tax on all fundraising items sold--by law, it must be paid whether you collect it or not.<br><br>Receipt books are to be used. They may be obtained from the cashier. Receipt books must balance with deposit slips. | Campus High School Fundraising Money Handling Procedures<br>1. Fundraising Approval:<br>Club sponsors must first obtain verbal permission from administration.<br><br>After initial approval, sponsors submit a completed Fundraising Request Form to the Activities Director.<br><br>The form should specify requirements such as the money box, Square reader for card payments, starting cash needed, and fundraising details (date, time, club, etc.).<br><br>Approved forms are stored in the Activities Director's office.<br><br>2. Purchase Orders:<br>When purchases for the fundraiser are necessary, club sponsors and officers must complete a Purchase Order (PO) and submit it to the Activities Director or bookkeeper.<br><br>3. Student Responsibility:<br>Students must return either money or unsold items directly to their sponsor.<br><br>Sponsors and students are prohibited from using personal payment apps (e.g., CashApp, Venmo, PayPal) to collect money.<br><br>4. Receiving Fundraiser Items:<br>Sponsors should count and verify the delivery of items upon receipt and document any discrepancies.<br><br>5. Distribution and Sales Tax:<br>Sales tax must be collected according to the current Sedgwick County and Kansas State sales tax rate (verify annually for accuracy).<br><br>6. Collection of Money:<br>Money must be collected by students during the fundraiser under sponsor supervision.<br><br>Money envelopes should be sealed, clearly marked, and handed directly to the sponsor.<br><br>7. Securing Collected Money:<br>Collected money envelopes must be stored securely in the vault or directly given to the bookkeeper. Locked bags are not used.<br><br>Never leave money unattended or unsecured.<br><br>8. Counting Procedures:<br>Single-day events: Money must be counted immediately following the event.<br><br>Multi-day events: Money must be collected daily, recorded using the checkout/collection sheet, sealed, and securely stored until counted.<br><br>9. Final Balancing and Depositing:<br>At the conclusion of a fundraiser, funds must be counted, reconciled, and balanced using the blue deposit form.<br><br>Deposits must include separate denominations ($1 bills, $5 bills, quarters, etc.), documented accurately, and submitted to the cashier/bookkeeper with adding machine tape.<br><br>10. Deposits and Record Keeping:<br>The club sponsor coordinates with the Activities Director and cashier/bookkeeper to schedule timely deposits.<br><br>Checks must be promptly deposited every few days and should be made payable to Campus High School (CHS), with the organization's initials clearly indicated.<br><br>Sponsors maintain accurate records, including receipt books, which must balance with deposit slips.<br><br>Outstanding Obligations:<br>Sponsors should report any outstanding obligations from students who have not returned money/products to the Activities Director along with supporting documentation. The Activities Director will then manage the collection efforts, potentially withholding student transcripts for unresolved obligations.<br><br>Compliance:<br>These procedures must be followed consistently to ensure accurate, secure, and transparent management of all fundraiser monies. | 1. The old version was verbose and outdated.<br>2.To update to current policy and procedure<br>3.Make the policy more concise in order to ensure better compliance |

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| 15 | Removed “Each application for the privilege to award a CHS letter must include but need not be limited to the following criteria for lettering:<br>Specify a significant number of hours to be spent in practice and preparation outside the school day.<br><br>Identify the measurements of high-quality participation in events, activities, and/or competitions.<br><br>Assure significant dedication to group goals as measured by attendance, deportment, persistence, and other considerations as determined by the sponsor.<br><br>Require active membership in the group throughout the duration of the activity.<br><br>Assure that each student will be in good standing at CHS as defined by the Principal. (Students are eligible to letter the first eight semesters of high school attendance.)<br><br>Include an accurate description of requirements for lettering and a system to report and maintain records of those who have lettered.Additional recommendations for process and timing of award presentation:<br><br>Letters to be awarded at the end of the school year and beginning of the following year.<br><br>A review board was set up initially to determine and deliberate student requests to investigate and review whether the letter award is due based partially on former participation and/or promise of the letter. The review board shall consist of the principal, activity director, athletic director, and head of each department. To review a case five members of the review board shall be present and shall be selected by the principal.” | | 1, Out of date policy.<br>2. We do not have a review board.<br>3. Redundant: Activity letters only apply to NHS and StuCo. Their policies are provided in their constitutions or bylaws. |

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| 12 | | ADDED: “Club Constitutions<br>Campus High Club constitutions must be shared and on file with the Activities Director’s office. Changes to any constitution must be approved by the sponsor, the club executives, and the club membership in that order before being submitted to StuCo for review and approval. All club constitutions are maintained both digitally and on file with the Activities Director. The digital link is available here.” | Better accessibility for staff, sponsors, and admin. |
| 13 | | Added a section “Forms”. Moved all forms from within the text of the document to one location | Aesthetic and ease of use |