

Kings Canyon Unified School District
675 W Manning Ave, Reedley CA 93654
(Mailing: 1502 I St, Reedley CA 93654)
(559) 305-7010
Fax (559) 637-1186

To: Kings Canyon Unified Coaching Staff

First, thank you for working with our District's students! It takes commitment and a passion for youth, we appreciate you.

The District requires that all coaches have an ID Badge after clearing with payroll. This needs to be updated each year with the current school year printed on it, and changes color each year. We have trained our Principals and site personnel to watch for this badge as it will signal that the adult is cleared to work with students. If you have several other coaches working with you this is also a signal to yourself that your fellow coaches are cleared to work with students too.

If you do not have an ID Badge from the Business Office, please stop by anytime Monday through Friday, between 8:00 am and 5:00 pm and we will be happy to make you one. Remember, during practice and games this ID Badge must be worn.

Reedley & Orange Cove High School Athletic Uniform Procedure

All teams are placed on a three year ordering rotation to receive uniforms. New uniforms are for Varsity teams only. When a Varsity team received new uniforms, the Junior Varsity will inherit the previous Varsity team uniforms and the Freshmen team will inherit the previous Junior Varsity team uniforms. To order uniforms the following procedures must be followed (t-shirts and game wear are separate, see page 3 "Purchasing Guidelines for Coaches with ASB Funds"):

1. Athletic Director informs Varsity Head Coach of rotation and budget.
2. Varsity Head Coach will research and turn in a quote to Athletic Administrative Assistant (there is list of 5 approved vendors to choose from).
3. Athletic Director will approve purchase and create a PO through ASB.
4. Uniforms must be shipped to District Warehouse (1502 I St, Reedley CA 93654). When uniforms are delivered, school site will take inventory and inform Athletic Director of inventory.
5. Athletic Director will then give the approval to ASB to pay invoice.

Sample High School Rotation Schedule

Year #1

Girls Volleyball
Boys Soccer
Softball
Aquatics
Girls Basketball

Year #2

Boys Basketball
Baseball
Wrestling
Girls Track
Girls XC

Year #3

Football
Girls Soccer
Boys Volleyball
Boys Track
Boys XC

Each Year:

Boys Tennis
Girls Golf

Girls Tennis
Badminton

Boys Golf
Sports Medicine

Athletic Recognition Procedure

Varsity athletic recognition items are the following:

- League Championship Patches
- Valley Championship Patches
- Banner Years

To order athletic recognition items the following procedure must be followed:

1. Coaches contact Athletic Director or his Administrative Assistant of the recognition.
2. Athletic Administrative Assistant contact coaches to approve design of items.
3. Athletic Administrative Assistant orders item(s).
4. Athletic Administrative Assistant gives items to Athletic Director to distribute.

*Junior Varsity and Freshmen teams are to purchase their own league championship patches. Reedley & Orange Cove High Schools will only purchase Varsity recognition items.

Transportation Guidelines

Transportation will be providing and determining the following for you. All orders must be submitted three weeks in advance:

- Student Safety – Transportation will determine what the best mode of transportation is for your group. This could be a bus or other vehicle depending on the number of passengers. Sites may not request a specific vehicle or vehicles. That is up to the discretion of Transportation for the safety of our students.
- Cost – Transportation will determine what is the most cost effective mode of transportation for your group. Again, this may be a bus or a vehicle.
- Drivers – Does Transportation have enough staff to provide service for your event? If there is a staffing issue on the weekend, Transportation will be in touch with you to discuss alternative means of transportation. Example, a coach may drive if Transportation does not have a staff member available to drive on the weekend (or a small group is traveling).
- Funding – Who is paying for the trip? Free trips and athletic/non athletic transportation will be assigned by the Transportation Department, no specific vehicle requests.
- Number of passengers – This will determine the best mode of transportation for your group.
- Coaches, you may travel with your team in the assigned mode of transportation. You may not request another vehicle for just coaches and chaperones. You may, however, take your own vehicle at your own expense. **A coach or responsible adult is required to travel with the team.**
- Boarding Location – Please don't put name of school only, we need to know where at the school location, please be specific to area.
- Itinerary – This must be submitted separate from your online form if you are making stops or gone for several days with students. This must be submitted three weeks in advance of the trip. **This is for student safety and there are no exceptions to this rule! Designated Stops 13CCR1238 (a)**

We require written orders should your plans change. Your assistance in giving us explicit instructions will be greatly appreciated. In doing so, we hope to alleviate misunderstandings, confusion and futile planning. These changes can be faxed to 637-1306 or you may email them to Mary Edwards. We are confident these guidelines will help us serve you better and improve student safety.

Purchasing Guidelines for Coaches with ASB Funds

No purchases without an RHS or OCHS purchase order signed and approved **PRIOR** to purchase.

To purchase any items needed for your club or team (t-shirts, hats, uniforms, etc) you need to complete a requisition form and obtain approval prior to purchasing/ordering any items. Only after approval is given and you receive a signed purchase order, can an order be made. No exceptions.

A blank Requisition Form is attached for you to review and can be found on the District website: www.kcusd.com – Departments – Business Office – Forms – Booster & PTC Club. They are also available in the Finance Office at Reedley High School.

Requisition Request

Before any purchase can be made, a completed requisition form along with a dated quote and club minutes must be attached for approval. The requisition form must be completed in full and must include vendor information, account number, and item information. Signatures from Advisor/Coach, student and Activities Director need to be obtained prior to submitting request to the Student Finance Office. If you have any special instructions, such as hold check for pick up on a certain date, please include that on the requisition form.

Credit card purchases: Purchase Orders are our District's preferred method of payment, but if for some reason a credit card must be used for a purchase, the process to request is the same, with a completed requisition packet. Make sure you check the credit card line on the form along with the date you would like to use card. The card will only be checked out to the Advisor/Coach and must be returned to the Finance Office within 24 hours of pick up with the original credit card receipt. It also may only be used for the items you have requested and received prior approval for.

Ordering Items

Once your request is approved, the Finance Office will provide you with a copy of your signed and approved purchase order for ordering. If you would like the Finance Office to submit the purchase order for you, you must include a fax number or email address on your requisition form of where to send the purchase order. Otherwise, the approved purchase order will be sent back to you so you may place the order.

Please have items sent to KCUSD Warehouse, 1502 I St, Reedley CA 93654 with your name clearly on there and what school site you are working with. All shipments need to be processed through the Warehouse and should not go to your house, or other location.

Once Items are Received

Verify items received with the packing slip included with the shipment. Once all items have been verified and the invoice has been received, mark as "ok to pay" with your signature and submit packing slip and invoice to Finance Office for issuance of check to vendor. If the amount to pay is different than your original requisition request, please note this on form. The vendor cannot be paid until items are verified as received. Also remember to turn in your invoices in a timely manner so that payment can be made.

Upon payment to vendor, the Finance Office will provide you with a copy of your requisition packet along with the check number for your records. If you would like this packet emailed to you, please also provide your email address on request otherwise you will receive a hard copy.

Purchasing Guidelines and Tips to Keep in Mind

- Requisition requests need to be made at least 3-5 days in advance of requested check. Same day checks will not be issued.
- No checks will be issued for a KCUSD ASB account if the account balance is negative. No exceptions will be made!
- If items being purchased are for a fundraiser, ensure that you have received board approval for fundraiser prior to requesting a purchase order. (See Fundraiser section regarding Fundraising

Guidelines). Once a fundraiser is approved by the board, follow standard requisition request procedures to order items.

- Uniforms are purchased on a rotation schedule and should be approved by the Athletic Director as well. Please verify the rotation schedule for your team prior to submitting a requisition.
- Please keep in mind that the ASB funds are funds that belong to and are run by the students. They do not belong to coaches, teachers or administrators.
- Purchase order request cutoff is April 15th. Please plan ahead for any end of the year items or activities and submit everything prior to this deadline.
- If there is a tournament or event that there is not an invoice or quote available (such as a tournament) include as much information as possible such as a flyer and emails confirming event information along with your requisition form.
- Please be mindful of what purchases are prohibited and what are allowable with ASB funds.

Fundraising Guidelines for Coaches

You must allow at least 4 weeks for processing and approval of fundraiser.

You must complete an Application for Fundraising and Revenue Potential Form anytime you would like to have a fundraiser. All fundraisers must be board approved prior to the start of the fundraising activity. You must allow at least 4 weeks for processing and approval of your application.

You will find a checklist of fundraising steps to help ensure that you have everything completed properly and can be on your way to a successful fundraiser. Also included is a blank Application for Fundraising and Revenue Potential Form for your review and can be found on the District website: www.kcusd.com – Departments – Business Office – Forms – Booster & PTC Club. They are also available in the Finance Office at Reedley High School.

Completing Application for Fundraising Activity

- Club/Event information **must** be filled out completely.
- Revenue Potential and Recap Form needs to also be completed. You **must** complete the top portion (Revenue Potential) and include it with your fundraiser application. The second portion will be completed upon event completion.
- Include copy of quote with estimated cost of item.
- Include copy of club minutes, signed by club officers, approving fundraiser.
- Requisition form for items to purchase (if necessary).
- Facility Use Form (if necessary).

Completed application to be delivered to: Assistant Principal's Secretary who will obtain necessary signatures and send to board for approval.

After KCUSD Board Approval for Fundraiser

- You will receive a copy of the approved application. The original will be kept in the club file in the Finance Office.
- Once approval of your fundraiser has been made, submit your requisition form to the Finance Office to order products needed.
- Once purchase order is signed and approved, you are ready to make your order. Be sure to have the order shipped to KCUSD Warehouse, 1502 I St, Reedley CA 93654 with your name clearly on there and what school site you are working with. All shipments need to be processed through the Warehouse and should not go to your house, or other location.
- Check out products to students and make sure you are keeping any extra product in a secure place. You are ultimately responsible for those items so make sure to keep them safe.
- Keep a good record of what the students have received. It would be good practice to have the student sign the items out on a log to submit to Finance Office with student charges.
- Send a list of students with appropriate charges to the Finance Office (for products or tickets checked out). These charges will be added to the students account and as they turn in the fundraiser money from sales, they will be credited.

- Students are to turn in money to the Finance Office daily for any products sold.

Upon Completion of Fundraiser

- **The Fundraiser Potential & Recap form needs to be completed and submitted to the Finance Office within 5 days of event end date. No exceptions!** The bottom portion "Recap Section" must be completed.
- Make sure you stick to the dates approved by the board for your fundraiser. All money/items should be returned on the last day of the fundraising activity. If items are still out and money is not turned in by these dates, they need to be included on the recap form as money billed to students, instead of actual money collected.
- Students turning in money to the Finance Office or product back to you late does not extend the deadline for submitting your recap form so please be mindful of this as your fundraising event comes to a close.

Fundraising Steps

Please follow the steps below to ensure your fundraiser will be successful. **Allow at least 4 weeks for the process.**

Prior to Board Approval

- Check the calendar of the site you want to use for available times (if applicable).

Fill out Forms

- KCUSD Application for Fundraising and Revenue Potential Form – **club/sport section must be filled out completely.**
- Copy the proposed quote with estimate of cost of items.
- Copy of club minutes dated and signed by club secretary and advisor, and showing approval of fundraiser.
- Requisition of items to be purchased (if necessary).
- Facility Use Form (if necessary).
- **DELIVER TO ASSISTANT PRINCIPAL'S SECRETARY WHO WILL GET NECESSARY SIGNATURES.**

After KCUSD Board Approval

- Copies will be sent to you, originals will be put in club folder in Finance Office
- Place the order for items only after arranging best payment option with Finance Clerk
 - Purchase Orders and Checks (Best Option)
 - Check out credit card and place order or pick up items (Last Resort)
 - Have product shipped to KCUSD Warehouse, 1502 I St, Reedley CA 93654 with your name clearly on the items and site you are working with
- Check out product to students; while keeping extra in a safe place
- Send list of students with appropriate charges to Finance Office (Product or Tickets)
- Students turn in money to Finance Office daily
- When fundraiser is over, complete Revenue Potential Form bottom half and turn into Finance Clerk

Helpful Information

- Car Washes/Rummage Sales: For both **on or off** campus car washes/rummage sales, a permit will be needed. **You** will need to take the approved fundraiser application to the City of Reedley or Orange Cove for a permit.
- DO NOT USE ANY OF THE CASH made by a fundraiser to PURCHASE additional items.
- NO CANDY OR CHOCOLATES THAT DO NOT MEET CA DIETARY GUIDELINES CAN BE SOLD DURING THE SCHOOL DAY.
- A debit card may be checked out from the Finance Office for stores that do not take a Purchase Order.

- Fill out a Facility Use Form if having a fundraiser where the club will be needing a building or cement area on campus.
- All items sold (including tickets and cards) must be numbered and balance with money deposited.

Typically Allowed Fundraising Events

The following types of fundraising events are typically considered appropriate:

- Athletic Events
- Concession Sales
- Entertainment
- Advertising
- Publications
- Cultural Events/International Fairs
- Limited Food Sales – candy and food sales must be in compliance with Federal Nutrition Requirements.
- Car Washes – a permit from the city must be obtained prior and submitted with your fundraising application to the board.
- Book Fairs
- Gifts and Grants

Fundraisers That are NOT Allowed

- Raffles or Games of Chance – ASB may not conduct a raffle. Even with printed “suggested donation” on the tickets does not make it legal. The only way to have a legal raffle would be to work with a non-profit group or a Booster Club that has its own tax ID number.
- Activities that pose liability, safety, or risk concerns – some examples would include dunk tanks, mechanical or animal rides, objects thrown at people, trampolines, use of darts or arrows.

Kings Canyon Unified School District

Application for Fund-Raising Activity

To be submitted for Board Approval with "Revenue Potential & Recap Form"

Please type or neatly write on this form.

Sponsoring Organization: _____ Club Account #: _____

Type of Event: _____ Hours Included: _____ AM / PM

Date of Event: _____ to: _____ AM / PM

Place: _____

General Program for Event: _____

Potential Income: \$ _____ (Estimate)

Adult Advisors or Chaperones: 1. _____ 2. _____

Officers or Sponsoring Organization: 1. _____ 2. _____

Approved by ASB Student Signature: _____ Date: _____

Approved by ASB Activities Director: _____ Date: _____

Approved by ASB Administrator: _____ Date: _____

Approved by KCUSD Superintendent: _____ Date: _____

Approve contingent of these conditions: _____

Board Action: Approved _____ Date of Board Action: _____

Denied _____

Distribution

Original to: ASB Advisor, Originating Organization
Copy to: ASB Activities Director, ASB Finance Office

Note: Fundraising forms are located in the Activity Director's Office, Room B1

Revenue Potential & Recap Form
To be submitted for Board Approval with "Application for Fund-Raising Activity"

School: _____

ASB Club: _____

Advisor: _____

Type of Event: _____

Dates of Event: _____

Revenue Potential

1	\$	Cost of items to be sold												
2		Number of items to be sold												
3	\$	Other costs of Fundraiser												
		<table border="1"> <tr> <td>Venue</td> <td>3.a</td> <td>\$</td> </tr> <tr> <td>Food</td> <td>3.b</td> <td>\$</td> </tr> <tr> <td>DJ</td> <td>3.c</td> <td>\$</td> </tr> <tr> <td>Decor</td> <td>3.d</td> <td>\$</td> </tr> </table>	Venue	3.a	\$	Food	3.b	\$	DJ	3.c	\$	Decor	3.d	\$
Venue	3.a	\$												
Food	3.b	\$												
DJ	3.c	\$												
Decor	3.d	\$												
4	\$	Total Costs Lines 1 x 2 + 3												
5		Number of items to be sold												
6	\$	Selling price per item												
7	\$	Revenue (line 5 x line 6)												
8	\$	Anticipated profit (line 7 - 4)												

Recap (to be completed by advisor after event. Then submit with deposit to RHS ASB Office – even if no money exchanged.)

1	\$	Actual cost of items to be sold												
2		Actual number of items sold												
3	\$	Actual other costs of fundraiser												
		<table border="1"> <tr> <td>Venue</td> <td>3.a</td> <td>\$</td> </tr> <tr> <td>Food</td> <td>3.b</td> <td>\$</td> </tr> <tr> <td>DJ</td> <td>3.c</td> <td>\$</td> </tr> <tr> <td>Decor</td> <td>3.d</td> <td>\$</td> </tr> </table>	Venue	3.a	\$	Food	3.b	\$	DJ	3.c	\$	Decor	3.d	\$
Venue	3.a	\$												
Food	3.b	\$												
DJ	3.c	\$												
Decor	3.d	\$												
4	\$	Actual totals costs Lines 1 x 2 + 3												
5		Actual number of items sold												
6	\$	Selling price per item												
7	\$	Actual revenue (line 5 x 6)												
8	\$	Actual profit (line 7 - 4)												
9	\$	Actual money collected												
10	\$	Money billed to students												

SAMPLE

Kings Canyon Unified School District

Application for Fund-Raising Activity
To be submitted for Board Approval with "Revenue Potential & Recap Form"

Please type or neatly write on this form.

Sponsoring Organization: Latin Dance Club Club Account #: 140-4370
Type of Event: Day of Death Cultural Celebration Hours Included: 6-10 AM / PM
Date of Event: Nov 7, 2015 to: _____ AM / PM
Place: Room 701
General Program for Event: Kids arts & crafts, costume contest,
baskets for raffle, etc

Potential Income: \$ 250.00 (Estimate)

Adult Advisors or Chaperones: 1. Mr Herrera 2. Mrs Rosas

Officers or Sponsoring Organization: 1. Fatima Calnito 2. Sily Ganza

Approved by ASB Student Signature: _____ Date: 10/1/15

Approved by ASB Activities Director: _____ Date: 10/1/15

Approved by ASB Administrator: _____ Date: 10/2/15

Approved by KCUSD Superintendent: _____ Date: 10/20/15

Approve contingent of these conditions: _____

Board Action: Approved

Denied

Date of Board Action: 10/20/15

Distribution

Original to: ASB Advisor, Originating Organization
Copy to: ASB Activities Director, ASB Finance Office

Note: Fundraising forms are located in the Activity Director's Office, Room B1

SAMPLE

Revenue Potential & Recap Form

To be submitted for Board Approval with "Application for Fund-Raising Activity"

School: RHS

ASB Club: Latin Dance Club

Advisor: Mr Herrera & Mrs Rosas

Type of Event: Cultural Celebration

Dates of Event: Nov 7, 2015

Revenue Potential

1	\$ 4.00	Cost of items to be sold
2	80	Number of items to be sold
3	\$ —	Other costs of Fundraiser
	Venue	3.a \$
	Food	3.b \$
	DJ	3.c \$
	Decor	3.d \$
4	\$ —	Total Costs Lines 1 x 2 + 3
5	80	Number of items to be sold
6	\$ 4.00	Selling price per item
7	\$ 320.00	Revenue (line 5 x line 6)
8	\$ 320.00	Anticipated profit (line 7 - 4)

Recap (to be completed by advisor after event. Then submit with deposit to RHS ASB Office – even if no money exchanged.)

1	\$ 4.00	Actual cost of items to be sold
2	45	Actual number of items sold
3	\$ —	Actual other costs of fundraiser
	Venue	3.a \$
	Food	3.b \$
	DJ	3.c \$
	Decor	3.d \$
4	\$ —	Actual totals costs Lines 1 x 2 + 3
5	45	Actual number of items sold
6	\$ 4.00	Selling price per item
7	\$ 180.00	Actual revenue (line 5 x 6)
8	\$ 180.00	Actual profit (line 7 - 4)
9	\$ 180.00	Actual money collected
10	\$ —	Money billed to students

ASB Club Minutes

Date: _____ Location: _____

Called to Order by: _____ Time: _____

Roll Call

Read Minutes of Previous Meeting

Minutes Approved?

Report of Officers:

Report of Committees:

Unfinished Business:

New Business:

Date and Time of Next Meeting: _____

Adjournment (Time): _____

Secretary Signature: _____

Advisor Signature: _____



Requisition Request

Reedley High School
Associated Student Body

Account Name: _____

Date: _____

Account #: _____

PO #: _____

Check: _____

Vendor: _____

Credit Card: _____

Vendor Fax Number (if requesting Finance Office to submit order) _____

Item:	Price:	Total:
Sub Total		
Tax		
Shipping		
Total		

Advisor Signature

Student Signature

Activities Director Signature

Administrator Signature

Initials: _____ Date: _____ 1

Purchase Order Requested
*Obtain signatures prior to submitting (Advisor, Student, Activities Director)
*Attach Club Meeting Minutes and Quote

Initials: _____ Date: _____ 2

Items and Invoice Received
*Attach Invoice

Initials: _____ Date: _____ 3

OK to Pay
*Final Amount to be paid

Initials: _____ Date: _____ 4

Check Printed

SAMPLE



Requisition Request

Reedley High School
Associated Student Body

Account Name: Wrestling

Date: 3-18-15

Account #: 140 6017

PO #: _____

Check: ✓

Vendor: Ace Trophy Shop
Clon's CA 93612

Credit Card: _____

Vendor Fax Number (if requesting Finance Office to submit order) _____

Item:	Price:	Total:
<u>Trophy & Medals</u>		<u>130.00</u>
	Sub Total	<u>130.00</u>
	Tax	<u>10.69</u>
	Shipping	<u>—</u>
	Total	<u>140.69</u>

Advisor Signature

Student Signature

Activities Director Signature

Administrator Signature

Initials: _____ Date: _____ 1

Purchase Order Requested
*Obtain signatures prior to submitting (Advisor, Student, Activities Director)

Initials: _____ Date: _____ 2

*Attach Club Meeting Minutes and Quote

Initials: _____ Date: _____ 3

Items and Invoice Received

Initials: _____ Date: _____ 4

*Attach Invoice

OK to Pay

*Final Amount to be paid

Check Printed

SAMPLE

RHS Wrestling Booster

Date 3-16-15 Time Started 12:50 pm Time Ended 1:40 pm

Number In 30 Number Out 5

Old Agenda:

play-offs for wrestling
NYL Tournament

New Agenda:

wrestling Banquet
Backpacks & medals



Other:

Summer practice / off-season

Things Approved:

order Backpacks through Mennits

Order medals through Ace trophy in club

 x 

SAMPLE

Ace Trophy Shop
1050 Pollasky Ave.
Clovis, CA 93612

Estimate

Date 3/16/2015
Estimate # 1734

Name / Address
Reedley High School
Wrestling
Fernando Camargo

P.O. #
Terms Net 30

Due Date 4/15/2015
Other

Item	Description	Qty	Rate	Total
RESIN		5	15.00	75.00T
RESIN		1	10.00	10.00T
ACRYLIC		1	30.00	30.00T
PLAQUE		1	8.00	8.00T
MEDAL		2	3.50	7.00T
Subtotal				\$130.00
Sales Tax (8.225%)				\$10.69
Total				\$140.69

Ace Trophy Shop
acetrophy@pacbell.net
www.acetrophyshop.com

559-299-7476
559-299-2637

PURCHASE ORDER

SAMPLE

P.O. NO. 8948



Reedley High School
Associated Student Body
740 W. North Ave.
Reedley, CA 93654
(559) 305-7100 Ext. 2100

THIS P.O. NUMBER
MUST APPEAR ON ALL
INVOICES, LABELS
AND PACKING SLIPS.

DATE	FUND
03/19/15	140-6017
WRESTLING	

Ace Trophy 1050 Pollasky Clovis, CA 93612

SHIP TO

VENDOR #: ACETRO PHONE: (559) 299-7476 FAX:

QUANTITY	DESCRIPTION / PURPOSE	UNIT PRICE	TOTAL
0	Invoice# 30910 WRESTLING	140.69	140.69
		Total Tax	0.00
		Total Freight	0.00
Christina Padilla	<i>Christina Padilla</i>	1	140.69
PURCHASE AUTHORIZED BY	REQUISITIONED BY	PAGE OF PAGES	TOTAL