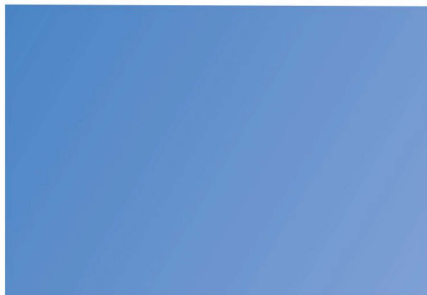




STUDENT ACTIVITIES HANDBOOK





Davis School District

Planning and Operation of Student Camps, Clinics, and Activities Handbook

INTRODUCTION

The Utah State Board of Education has adopted Administrative Rule *R277-113 Fiscal and Auditing Policies* requiring every school district to: 1) formally adopt and implement policies regarding the management and use of public funds; 2) train employees regarding these policies; and 3) make the policies and training materials available to the public.

This Handbook contains documents and forms to assist school administrators, faculty, and staff in the management of camps, clinics, and other extracurricular activities, including athletic programs. The information in this document should be used as a tool to protect against errors that could result in harm to individual employees, students, or the District.

It is the responsibility of school administrators and athletic directors to assure that all staff members and volunteers working with students in fundraising and extracurricular activities receive proper training as well as the means to comply with regulatory requirements.

Dr. Dan Linford
Superintendent

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Business Administrator

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SECTION 1 – SCHOOL SPONSORED OR PRIVATE?

Duck . . . Duck . . . GOOSE!!

The saying goes, “If it walks like a duck . . . and quacks like a duck . . . IT’S A DUCK!!” The same holds true for determining whether a student activity is “school sponsored” or “private—but public education related.” Throughout this document, “private—but public education related” may be referred to as “private” in an effort to condense material.

Simply giving an activity one label or the other **will not** make it become “school sponsored” or “private”. The way an activity is organized and operated will determine whether it is “school sponsored” or “private.”

MAKING THE CALL

Determining Whether an Activity is School Sponsored or Private but Public Education Related

There are many factors to consider when determining whether an event or activity is “school sponsored” or “private.”

- Who is supervising?
- Who is invited?
- Where is it held?
- Is rent being paid?
- How is money collected and handled?
- Who receives payment for helping?
- Who receives financial profit from the activity?
- How are supplies purchased?

One very important consideration to keep in mind when planning for a student activity is that when it comes to the decision of making it school sponsored or private, it is an ALL-OR-NOTHING proposition!! It has to be a duck or a goose, it can’t be a little of each. Here is a comparison of just a few of the factors surrounding the determination:



<u>School Sponsored</u>	<u>versus</u>	<u>Private</u>
supervision and control by employee	V.	supervision and control by non-employee
money through school accounts	V.	money handled by private individual
purchases through District accounts	V.	no purchases through District accounts and may not use District tax id or discounts
fee waivers apply	V.	fee waivers don’t apply
no rental fees	V.	must pay rental for school facilities
employees paid through District payroll	V.	employee not paid by District
District liable for injury or loss	V.	District not liable for injury or loss

Remember, an activity cannot be “a little bit of both.” **There must be a clear distinction.**

We are all aware of the “If ⇒ Then” type of analysis.

Compliance in operation of school activities adapts well to this analysis.

Simply stated:

- | | | |
|--|---|--|
| IF elements of school sponsorship are present | ⇒ | THEN ALL requirements relating to a “school sponsored” event must be applied. |
| IF elements of a private activity are present | ⇒ | THEN ALL requirements relating to a “private activity” must be applied. |

SCHOOL SPONSORED ACTIVITIES

REMEMBER – IF ANY OF THE CONDITIONS IN THE “IF” COLUMN ARE PRESENT, THEN ALL OF THE REQUIREMENTS IN THE “THEN” COLUMN MUST BE APPLIED!!!

IF EVEN ONE OF THESE

A camp, clinic, or activity is “school sponsored” IF ONE OR MORE OF THESE CONDITIONS IS PRESENT:

- employee organizes or plans during work hours
- employee advertises/discusses with students during school/work hours or at school practices
- employee uses official school email to advertise or make arrangements for activity
- school facilities, equipment, resources used without paying rent or compensating District
- supported or subsidized by school funds
- participants are limited to members of a school team, group, or club
- entire team or group participates – even if another entity is actually operating the camp!

THEN

All of the laws, rules, and policies governing school activities apply regardless of when or where it is held:

- ✓ fees must be on Board approved Fee Schedule and waived for “fee waiver eligible” participants even if the activity is not required
- ✓ *Activity Disclosure Statements* required including itemizing how fees will be used
- ✓ participant payments must be collected through school accounts (the office)
- ✓ funds collected and not used for activity remain with the District or school
- ✓ purchases must comply with Purchasing Policy
- ✓ payments to DSD employees (coaches, advisors, etc.) must be through regular payroll process and, if beyond contract, approved by administration
- ✓ amount of compensation to employee must be in accordance with negotiated agreement
- ✓ payments to non-employees must be through District purchasing process
- ✓ supervision, control by an employee
- ✓ individuals volunteering or working at the event having unsupervised access to students require background check
- ✓ transportation of participants must be by approved methods
- ✓ travel overnight or further than 100 miles from District office must follow 5S-203 Student Transportation, Field Trips, and Extended Travel
- ✓ opportunities for activities must be reasonably equal for boys and girls
- ✓ Utah High School Activities Association Bylaws apply to sanctioned sports/activities



**School Sponsored . . . ?
Make the call!**

PRIVATE BUT PUBLIC EDUCATION RELATED ACTIVITIES

Private but public education related activities are those in which an employee participates and may or may not receive compensation directly from current or prospective students of the District. This could include tutoring, lessons, travel opportunities, independent contracting or consulting, and camps and clinics.

IF EVEN ONE OF THESE

A clinic, camp, or other activity is “private” IF ONE OR MORE OF THESE CONDITIONS is present:

- a private individual or organization is managing, organizing, and/or directing the event
- a private individual or organization is collecting, expending, and accounting for money and finances of activity
- a private individual or organization is receiving substantial portion of the financial benefit from the activity
- an employee of the District who “sponsors,” “works at,” or “helps with” the activity receives money which is not processed through the District’s Payroll Department
- amount of compensation paid to employee of the District is not determined by District salary table or negotiated agreement

THEN

All of these must be implemented to assure a clear separation between the District/School and the private individual or organization:

- ✓ use of school facilities must be under a rental agreement assuming risk for injury or loss and verification of liability insurance
- ✓ use of school equipment must be under a rental agreement
- ✓ school uniforms may not be used unless rented and school team jerseys may not be used at all
- ✓ employees may not require, or even imply that students are required, to participate as a condition of qualifying for or participating in school extracurricular activities
- ✓ advertising may not occur during instructional time or in a way which does not apply to all outside entities or individuals
- ✓ printed materials and advertisements must clearly state that the activity is not school sponsored
- ✓ payments from participants must not be handled through school accounts
- ✓ may not use District procurement to obtain District discounts or the advantage of the District’s tax exempt status
- ✓ District purchasing cards may not be used to purchase goods or services for the event
- ✓ simply “partnering” with a school group or team and “sharing” proceeds or profits does not qualify the activity as being “school sponsored”



Play it safe.
Establish a clear line!

SECTION 2—SCHOOL SPONSORED ACTIVITIES

School sponsored activities must be organized, supervised, and controlled by a qualified employee and comply with specific laws, rules, and policies. The following check list will assist a qualified employee in successfully managing school sponsored activities. If all applicable items on the Check List are complied with, a final audit should be simple to conduct. As you review the check list, ***you will likely find the majority of steps are already a regular part of your process!***

Check List—School Sponsored Activity

1. Get approval of principal.

Request for approval must be submitted well in advance of the date, preferably on an annual basis. Give the principal enough information to make a decision. Although you won't have final numbers, provide preliminary information: What is the activity? When will it be? Who will be attending? What will be charged? Where will it be held? What transportation will be used? How many and which employees will be involved? Will employees be paid extra compensation? Will independent contractors be used and how much will they be paid?

[Request for Building Administrator Approval Form](#)

2. Reserve School Facilities through District Facility Use Coordinator.

If the activity is to be at a Davis District facility, even if it is at your own school and in your own work area, you need to notify the District Facility Use Coordinator so that outside groups are not scheduled during that time.

Merely having a key does not grant permission to use school facilities.

FYI: Off-Campus Activities—Travel arrangements should NOT be made until all approvals have been obtained. You may obtain “estimates” of costs in order to plan, but reservations for hotels, commercial carriers such as airlines or district approved bus companies should not be made at this time.

3. Check the School Fee Schedule.

The total fees charged to a student may not exceed the amount approved by the Board and shown on the Fee Schedule. Fees for students who are fee waiver eligible must be waived even if the activity is not mandatory.

[Fee Schedule](#)

4. If the activity is NOT considered “extended travel,” skip to number 5.

If activity IS considered “extended travel”:

- ✓ Conduct parent survey;
- ✓ Complete [Extended Travel Request Form](#);
- ✓ Request principal forward form to school director for District level approval;
- ✓ WAIT for District approval before starting any fundraising activities or making any financial commitments on behalf of students, the school, or the District.

[5S-203 Student Transportation, Field Trips, and Extended Travel](#)

5. Let your school secretaries know

Inform your secretary of the activity, the amount students will be paying, and what account the money should be posted to.

6. Advertise

Let students and parents know about the event and the details.

7. Conduct Fundraisers

School and District level approvals of the activity must be obtained before raising funds or making any financial commitments. All fundraising shall be conducted according to provisions of [10CR-200. Donations, Fundraising,](#)

As you review the check list, you will likely find the majority of steps are already a regular part of your process.

[and Commercialism.](#)

8. Register Participants/Inform Parents of Details!!! [Activity Disclosure Statement](#)

Make sure registration forms/documents contain all necessary information (*a.k.a.* “*Activity Disclosure*”). ALL PAYMENTS MUST BE MADE TO THE SCHOOL’S OFFICE – NOT YOU!! The participants will get a receipt which can be brought to you.

9. Keep Roster [Sample Student Roster](#)

Keep a roster of all participants and include fees paid or waived and their attendance. You may use whatever format you choose so long as you include this minimum information: Name of school, team/group/class, coach/employee responsible, beginning and ending dates, student names, student ID #s, and fees paid or waived for each.

10. Order Supplies and Equipment, Make Reservations

All purchases made with school funds must be made through the approved District Purchasing process. “School funds” or “public funds” include all funds, money, or accounts, regardless of the source, that are owned, held, or administered by the District, the school, team, club, or department. This includes payments received or collected as fees from a parent/student, a fundraiser, donation, grant, or general school funds.

11. Manage Employees and/or Volunteers [Personnel Management Form](#)

Any employee or volunteer who will have unsupervised access to students at the activity must have a fingerprint background check prior to the event. The only exception for this is for consultants and judges that are used for a few hours for one or two days and who will NOT be given unsupervised access to students.

Inform employees and volunteers who will be helping at the event what they will be paid, how to track time worked, and what their responsibilities will be. Also, inform non-employees who will be paid that they must be paid through District accounts requiring a W-9 form.

12. Supervise the Activity

Hold your activity and make sure you provide appropriate supervision. This includes implementing reasonable and effective control measures to minimize injury claims.

13. Submit Receipts and Payroll

Submit documentation for compensation to all employees, private individuals, or volunteers. ALL payments must be through District accounts. For employees – submit time card. For private individuals or volunteers, submit a [W-9 form](#) and an invoice stating how much is owed.

14. Conduct a “Self Audit” [Financial Summary](#)

Take a look back and make sure you have tied up loose ends. This is also a good time to think about what went right and what went wrong for purposes of future event planning. Complete Financial Summary and keep your documentation together in a folder for audit or review if necessary.

Questions and Answers

School Sponsored Activities

If it is a school sponsored activity, I'm holding it at the school where I work, and I have a key to the building, do I have to "schedule" the activity?

Yes. If the activity will occur outside of the regular season and outside the regular school day, you must contact the District Facility Use Coordinator and reserve the facility, (inside and/or outside), so the District scheduler knows and does not schedule another group or activity to use the facility at the same time. This applies whether it is during the school year or during the summer.

If the activity or meeting is outside of the regular season for the team/group, make sure your administrator knows you are meeting with students as well.

What are the limitations on what I can charge a student to attend the event?

Utah law requires any fee charged to a student for participation in a school sponsored activity be approved by the local board. So – check the fee schedule. It states the maximum amounts for participation fees, transportation costs, uniforms, on and off campus clinics, extended travel, etc.



If the fee schedule allows a charge of \$1,000 per student and the planned activity will cost \$1300 per student, can we do a fundraiser to come up the \$300 per student difference?

No, the maximum amount allowed to be charged for participation in a school sponsored activity may not exceed the fee schedule regardless of where the payment comes from. The amount set on the fee schedule is the total which may be spent whether from student contributions, fund raising activities, school subsidy, or donation.

Do fee waivers apply to camps, clinics, and activities even if they occur over the summer?

Yes. Any camp, clinic, or activity that involves "the team" is a school sponsored activity. With very few exceptions, fees charged in association with a student's participation in a school sponsored activity are subject to fee waiver even if the activity is not mandatory and even if the activity is held outside of the school day or year.

Can students bring their money to me or do they have to pay at the office?

DSD policy states that all money received shall be receipted via the computer cash register at the time the funds pass from patron control to school control. So, money must be paid to the office and students issued a receipt which can be provided to the coach or advisor.

Can I get paid for the extra hours I will work preparing for or operating the activity?

It depends. If it is an athletic activity and the event occurs during the athletic season (includes UHSAA authorized pre and post), then you should already be receiving the "extra-duty stipend" authorized under the negotiated agreement. Likewise, the agreement addresses extra compensation for non-athletic assignments involving time beyond the regular school assignment. If you are already being paid a stipend, and the activity falls within the regular season, you cannot receive additional compensation whether the money comes from fees charged to students, a fundraiser for the team or activity, or a private donation from a wonderful supporter!!

If the activity, camp, or clinic, is school sponsored and falls outside of the regular time frame for the activity, the negotiated agreement allows an employee to receive extra pay if:

1. pre-approved by the principal (must be in writing!!)
2. funds generated support it
3. rate of pay is determined by negotiated agreement

4. pay is processed through District payroll
5. compensated hours should not exceed 8 hrs. per day up to 40 hrs. per week.

If the activity is in the summer or off-season, can I base my compensation on how many kids attend or how much money is left after costs of the activity are paid?

No. If it is a school sponsored event, the negotiated agreement determines how the rate of pay for both licensed and classified employees should be calculated. This applies to extra duties or services performed outside of the general work day or contract year and must have prior approval of the principal.

Coaches/advisors can be paid for camps and clinics falling outside of extra-duty responsibilities on an hourly basis so long as the funds generated support it. Coaches/advisors can be paid for eight hours a day up to 40 hours a week. Any camp or clinic that would exceed eight hours a day or forty hours a week must be approved by the principal and supervisor for extended pay. Clinics can be held during the season with guest instructors. However, coaches/advisors cannot be paid for a clinic during the season because it falls within their duties.

Can I be paid for coaching a “club team” if the school sponsors the club?

ONLY if the group applies to be a club and the school grants the group club status. If a coach/advisor has a club season, he/she can make up to the amount that the applicable negotiated agreement states so long as the funds generated support it. For example, the school decides to have a baseball club during the summer (the school sponsors the club). All finances would be handled by the school in a club account for purchasing and payroll purposes according to all District policies and procedures.

What if I need to hire a private trainer, choreographer, or other professional to help with the activity?

A non-District employee may be compensated as an independent contractor if prior approval of the principal is obtained and the payment is paid through District purchasing procedures. The individual will be required to submit a federal tax form (*W-9 Request for Taxpayer Id*) prior to receiving payment. The District will provide the individual with a record of the payment (*IRS Form 1099-MISC*) at the end of the calendar year.

How much can I pay the independent contractor?

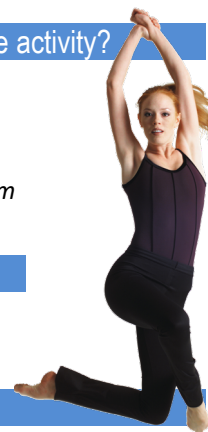
Compensation should be reasonable, and not substantially more than standard hourly rates for their profession.

What information do I need to provide to parents prior to the activity?

Utah state law requires an *Activity Disclosure* for each school sponsored group or program in grades 9-12. The disclosure is required regardless of whether the activity is during school or takes place outside of the regular school time.

Most registration materials actually contain the majority of the information required. Just do a quick review of your current registration materials and include anything you may have left out. For extended travel, please use the District’s Form. If you would like to create or use your own *Activity Disclosure*, here is what the law requires:

1. name of team, group, or activity;
2. maximum number of students involved;
3. beginning and ending dates of activity;
4. tentative schedule of events, performances, games, or other activities (be as specific as possible). If applicable, include non-season events and whether they are required or optional;
5. individual costs associated with activity;
6. name of employee responsible for activity; and
7. any additional information considered important for students and parents to know.



SECTION 3–PRIVATE–BUT PUBLIC EDUCATION RELATED

An employee can legally and ethically operate or participate in a “private but public-education related activity” if done appropriately. Strict requirements apply to avoid confusion about who is responsible and to prevent conflicts of interest. A conflict of interest may occur where someone uses his/her position as an employee of the District to gain special advantages that may not be available to other members of the public.



Do's and Don'ts

An employee may receive compensation from a private activity where the principle clients are students at the school where the employee works if done in the appropriate way. [State Board of Education Rule R277-107. Educational Services Outside of Educator's Regular Employment](#) and [DSD Policy 2HR-204 Ethical Conduct of District Employees](#) provide detailed information for employees considering participation in or sponsorship of private activities which involve students.

Remember, IT IS ALL–OR–NOTHING. There must be a clear separation between the employee's work activity and the private activity. To keep the activity in the private realm:

- ⊘ **DO NOT** use education records, including the student information system, to obtain contact information or create a potential list of participants;
- ⊘ **DO NOT** use school time or practice time to discuss, promote, or prepare;
- ⊘ **DO NOT** state or even imply that participation in summer or other off-season clinics, workshops, leagues, or lessons are considered as eligibility criteria for team membership, participation in extracurricular activities, or for the opportunity to try out for school-sponsored programs;
- ⊘ **DO NOT** use the school's or District's names in advertising except to describe the employee's qualifications or to identify the location of the activity if school facilities have been rented;
- ⊘ **DO NOT** use District procurement methods and procedures to get a better deal on equipment or supplies for a private activity;
- ⊘ **DO NOT** use the District's tax exempt id number to avoid paying taxes when purchasing items for the private activity;
- ⊘ **DO NOT** use school facilities without paying rent or providing proof of liability insurance.

To keep the activity in the private realm:

- ✓ **DO** discuss the private activity with students/parents **outside** of the classroom and school day;
- ✓ **DO** use student directories or online resources available to the general public;
- ✓ **DO** purchase advertising space in a publication, including school or student publications, which accept paid or community advertising to promote the activity;
- ✓ **DO** identify the activity participants, leaders, service providers by name;
- ✓ **DO** provide non-school contact information—no District phone services, email, postal services;
- ✓ **DO** distribute posters and/or brochures at a school in the same way a member of the general public is allowed;
- ✓ **DO** provide a copy of any Sponsor Agreement or Contract to employee's principal and school director; and
- ✓ **DO** be sure any contracts and advertisements which mention the school or District clearly state the activity is not sponsored by the District.

Questions and Answers

Private—But Public Education Related Activities

USING SCHOOL FACILITIES—Can an employee hold a “private but public education related” event, such as a camp or clinic, at a school facility?

Yes. But the employee must follow all of the same requirements that a private individual or group must follow. This includes:

1. rent the school facility – even if it is the employee’s own workspace;
2. fill out and sign a rental agreement, provide proof of liability insurance, and pay for the rental in accordance with the facility rental policy;
3. pay fair market rental rate for use of school equipment if authorized by the administrator. This includes use of practice gear and uniforms. Actual school game jerseys may not be used in private activities.

In season school sponsored programs have priority for building and facility use.

STUDENT PARTICIPATION—Can I invite my own students to attend the event?

Employees must be extremely cautious when involving students from their own school/team/group in “private but public education related activities.” The law states: “School personnel, activity leaders, coaches, advisors, and other personnel shall not require students to attend out-of-school camps, clinics or workshops for **which the personnel, activity leaders, coaches, or advisors receive remuneration from a source other than the school or district in which they are employed.**”

EXAMPLES:

1. An employee coaches the high school feather-blowing team and on weekends and after school works at a private business offering feather-blowing lessons and competitive teams called “Just for Fluff.” The employee suggests to students and parents that their child may benefit from some private feather-blowing coaching and the only facility the employee has personal knowledge of, is the business where the employee works afterschool, weekends, and over the summer. Over the years, it has become apparent to parents and students alike, that the majority of students who make the high school feather-blowing team are those who have taken private lessons at “Just for Fluff.”
2. The local university will be holding an underwater rugby camp this summer and contacts the high school underwater rugby coach to let him/her know that if he will encourage his team members to attend, for each student from his school that enrolls in the university’s camp, the coach will receive \$150.00 Thank You Payment. The coach lets his players know that anyone who would like to attend the camp will sharpen their breath holding skills greatly and that he will be going along to watch their improvement. He tells the students that all money can just be mailed directly to the university and the students can all meet at the high school on the first morning of the camp to car-pool down. Parents and students are worried that since the coach has “encouraged” attendance and he will be accompanying the students to the camp, students who don’t attend may not get equal “bubble time” in the pool. After the camp, the coach is going to head to the 1st annual underwater rugby coaching clinic in Belize with the Thank You Payment he receives!

These examples demonstrate how easily the line between school sponsored and private can be blurred. Any efforts to “invite” students must be done with extreme care so that students and parents do not interpret the invitation to mean that participation is required in order to qualify for or participate in school activities or teams.

FINANCES—How should I handle the finances of the private activity?

Funds from the activity must not be co-mingled with school funds. If an employee is being paid by school funds, it is a school sponsored activity and he/she may not receive additional compensation, gifts, or payments from outside sources such as a Booster club or private donation.

ADVERTISING—How Can I let people know about the activity if I can’t talk about it to my students?

No advertising/discussions of the activity may be conducted during class time, practice time, game time, etc. Specific direction regarding advertising can be found in the Do’s and Don’ts of this section.

DISCLOSURE FORM—If this is a private activity, do I have to obtain permission of my administrator or the District to conduct the activity?

Not every type of outside employment requires such careful monitoring. However, any “private but public education related activity” must be approached in a careful manner. If the activity takes place on school property or with students at the school where the employee works, the principal must approve the activity.

- The employee must provide his/her administrator and school director with a copy of the form: [Educational Services Outside of Educator’s Regular Employment](#). Attach a copy of any advertisements or registration materials. The materials must state the activity is not sponsored by the school or District.
- If the employee will be acting as an employee of an outside sponsor, the employee must also provide a copy of any contract between him/herself and the outside sponsor.

They call themselves the “Somethin’ Somethin’ High School Club!?! ”



Community sponsored programs such as hockey, lacrosse, baseball, and volleyball often refer to themselves as “club sports”. They may even use the name of the local high school in conjunction with their club name and be made up of students who attend Somethin’ Somethin’ High School. However, in order to be a school sponsored club, the club must have been sanctioned under DSD Policy [5S-202 Authorization of Student Clubs and Organizations](#) and the procedures established by the respective school. If the club has not gone through that process, they are not a school sanctioned club and must provide all transportation, provide supervision, rent facilities, provide proof of liability insurance, and assume all associated costs.

If a group is a sanctioned school club, **ALL** of the provisions in the school sponsored activity section must be applied.

SECTION 4—PURCHASING

Davis School District policy [6F-103 Purchasing Policy](#) mandates how all purchases made with public funds must be conducted. This policy applies regardless of the funding source, whether general school funds, grants, donations, student fees, fundraisers, ticket sales, or booster clubs, etc. This policy applies regardless of the method of payment, i.e., whether by a District Visa card or by purchase order.

Do's and Don'ts

- ✓ DO create specifications which are as open as possible to allow for effective competition and fair opportunities for all vendors.
- ✓ DO plan plenty of time in advance for your purchases by considering manufacture and transit lead times. "Lack of planning is not an emergency!"
- ✓ DO send vendor invoices to the District's Accounts Payable Department for payment immediately following the receipt of shipped items.
- ✗ DO NOT place verbal orders before you have received a purchase order authorizing you to spend District funds.
- ✗ DO NOT allow a vendor to obtain bids on your behalf. This does not allow other vendors to compete fairly for the business.
- ✗ DO NOT use pricing from a vendor's website or printed catalog. This is not a valid bid. Contact the vendor and request a "competitive bid". This lets the vendors know they are in competition with other suppliers and will give the best pricing to compete for the business
- ✗ DO NOT use personal funds to purchase items and then seek reimbursement for that expenditure after-the-fact.
- ✗ DO NOT direct or send students to purchase items from a specific vendor/store or vendor's website, etc., as a way to avoid following these rules.

Bid Requirements

Purchases less than \$3,500 with no single item exceeding \$1,000 in cost

Use the best possible source of supply based on factors such as price, prior vendor performance, and delivery.

Purchases less than \$3,500 with a single item's cost exceeding \$1,000

At least two vendors shall be contacted by the requesting school/department for verbal price quotes. Quotes received shall contain the following detail: a complete description of the product or service, the quantity and unit measure, the vendor name, address, name of the person providing the quote, quote date, unit and extended price, applicable shipping charges, delivery and payment terms, and a brief comment should accompany the documentation explaining the rationale for vendor selection. Make sure documentation is kept in case the Purchasing Department requests review prior to approving payment or a District or State audit is conducted.

Purchases of \$3,501 to \$25,000.

Obtain two written quotations on vendor stationery, either electronic, fax, or hardcopy. Contact vendors for price quotes. Pricing obtained from internet websites are not applicable price quotes. Written quotes shall contain the same information as listed above. Documentation including written quotes and award justification must be submitted to the Purchasing Department for final approval.

Purchases of \$25,000 or more

Purchases of \$25,000 or more shall be bid by the Purchasing Department.

Single/Sole Source

Although single/sole source purchases are uncommon, a single/sole source request is only appropriate if a purchase requirement is reasonably available from a single or sole source provider or if it otherwise qualifies under the [Utah Administrative Code R33-4-401](#). All single/sole source requests of \$1,000.00 or greater must be pre-approved by the Purchasing Department. The [Single/Sole Source Request Form](#) must be filled out correctly and approved by your principal. All single/sole source requests will be reviewed by the Purchasing Department before final approval is given by the Purchasing Director or authorized designee.

Splitting Purchases

It is illegal for an employee to intentionally or knowingly divide a purchase into two or more smaller purchases with the intent to avoid the applicable bidding process. An employee who violates this policy is subject to disciplinary action up to and including termination and criminal penalties.

Resale Purchases

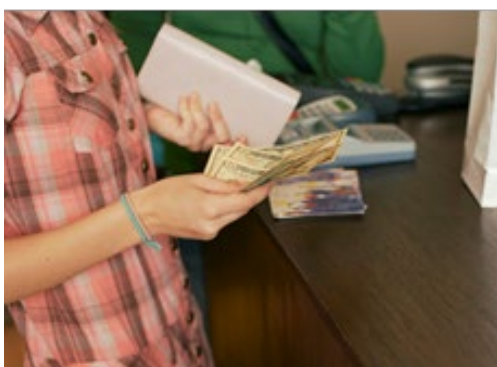
Except for items purchased in support of a school bookstore, competitive quotes in accordance with established bid limit thresholds are required regardless of the source of funding or profit motive. Students and parents deserve transparency to ensure their dollars are used to obtain the best value. To qualify for the exception, items sold must be made available to all students and not limited to a specific or select student group, team, club, etc.

SECTION 5—STUDENT FEES AND FEE WAIVERS

Parents should know the full annual cost of an activity before their student participates. This should include all required fees and all optional fees for participating in extracurricular activities. For example, the total cost for participating in football or marching band should include uniform rental or purchase, specialized equipment, costs for participating in fund raising events, tour and tournament costs, value of items expected to be donated for auction or garage sales, camps, clinics, lessons, and any other expense. Parents should not receive any "surprise" fees later in the year. Full disclosure also requires that parents be made aware of proposed program expenses and extracurricular compensation paid to an employee to support the activity.

Any fee charged to a student by the school/team/group must be approved by the Board. Board approved fees are subject to fee waiver. In addition, fees that are classified as "optional," but are required for a student to fully participate in the activity or fees which students feel compelled to pay by social pressure for team inclusion are also subject to fee waiver. As a result, teams should refrain from requiring or suggesting that team members purchase "optional" clothing or other items that are not required for participation. These additional costs may add undue financial strain and social pressure on students. Every effort should be made to keep the cost of participation as low as possible.

All fees listed on the Board's Fee Schedule are the **maximum amounts** that can be charged per student for each activity. Actual amounts charged may be less. The amount specified for uniforms, travel, and clinics in both junior and senior high school, is the total which may be spent whether from student contributions, fund raising activities, school subsidy, or donation. For example:



Drill Team Fees

	<i>\$450 for Uniforms</i>
	<i>+ 800 for Travel</i>
<i>Total for school year</i>	<i>\$1,250 per participant.</i>
<i>Team fundraiser earns</i>	<i>- 200 per participant</i>
<i>Remaining Fees</i>	<i>\$1,050 per participant</i>

Some have continued to charge the entire \$1,250 per participant and treat dollars earned from fundraising as additional to the maximum fees. The fundraiser **does not increase the total amount which can be charged or spent for each participant!**

Fines for damage or loss are not included in the fee limitations. Students are responsible to pay for any loss, breakage, or damage they cause to school property. Loss, breakage, or damage is not subject to the waiver requirement.

Forms and instructions are contained within this Handbook to enable coaches, advisors, or teachers responsible for an activity to accurately compute and appropriately disclose the actual cost of the activity. Dissemination of information about an activity should also be revealed in flyers or on the school's web page. While these methods are helpful notifications about the activity they do not replace a meeting with parents and students where the objectives of the activity are discussed including a detailed breakdown of the costs which are distributed to all participants. The fee schedules for each school year, as approved by the Board, can be found on the District's Policy webpage under [6F-101 School Fees, Fee Waivers, and Provisions in Lieu of Fee Waivers](#).

SECTION 6—AVOIDING CONFLICTS OF INTEREST

Conflicts of Interest can occur when purchasing equipment, hiring individuals for services, paying wages, or even in accepting gifts. A conflict of interest arises when a person uses their position as an employee to further their own personal economic interest or secure special privileges or exemptions for themselves or others.

A conflict of interest arises when an employee uses their position as a District employee to further their own personal economic interest or secure special privileges or exemptions for themselves or others.

The *Utah Public Officers' and Employees' Ethics Act* sets some very specific parameters for public employees in order to avoid conflicts of interest or even potential conflicts of interest.

Private Business Connected to District Employee

If an employee is an officer, director, employee, or owner of an “outside business” (even if he or she is the only employee of the “outside business”) and the District or any school in the District might conduct business with the “outside business”, the employee must submit a [Disclosure Pursuant to the Public Officers and Employees Ethics Act](#) and receive approval of the Board or designee. This also applies if the District is or may be doing business with the employee’s family member (spouse, sibling, parent, grand-parent, child, grand-child, or in-laws) regardless of the amount of money spent or length of the activity.

An employee who participates in non-education-related employment or “outside business” activities may not:

- ❌ accept employment or engage in any business or professional activity that would require disclosure of controlled information gained by reason of their employment;
- ❌ disclose controlled, protected, or private information gained by reason of their employment to secure personal privileges or exemptions for self or others; or
- ❌ accept outside employment that may impair independence of judgment in performing their public duties.

Accepting Gifts From Parents or Students

A conflict of interest may also arise when an employee accepts gifts or other compensation. It is actually a criminal offense for an employee to accept or solicit, directly or indirectly, for self or another, any gift if:

- ❌ it would tend to influence the employee’s performance of duties;
- ❌ the employee or a reasonable person in that position would know it is to reward the employee for doing the job they were hired to do or to take an official action;
- ❌ if the employee recently has been, is now, or will in the near future be making decisions about the donor or the donor’s child.

Do's and Don'ts

- ❌ **DO NOT** require students to patronize an employee’s “outside business” or that of an employee’s family member.
- ❌ **DO NOT** accept a trip or vacation from parents of student who will be trying out for your program or team.
- ❌ **DO NOT** accept a donation from a parent to supplement the stipend an employee receives because they are working so hard.
- ✅ **EXCEPTION**—an employee may accept an occasional nonpecuniary (not cash) gift, having a value not in excess of \$50.



Accepting Gifts from Vendors, Businesses, or Contractors

It is illegal to give or to receive gratuities or kickbacks, or to use your position as an employee for personal benefit beyond the receipt of your contract compensation. Employees who are involved in the purchasing process shall not ask for or receive any **gratuity, service, admission to events, meals, lodging, travel, employment, awards, etc.** from a vendor or potential vendor. Penalties for violation of this policy include criminal charges and other disciplinary action up to and including termination.



Hospitality Gifts

An employee is not guilty of a violation for accepting a hospitality gift less than \$10; if the total value of all hospitality gifts given or accepted from the vendor is less than \$50 in a calendar year. A hospitality gift is defined as a promotional or hospitality item, including, a pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer.

Do's and Don'ts

- ❌ **DO NOT** accept gratuities from vendors in the form of cash, checks, merchandise, merchandise certificates, services of monetary value, or trips.
- ❌ **DO NOT** accept a gratuity if in doubt. When any reasonable doubt or question exists about the acceptance of gratuity, it should not be accepted.
- ❌ **DO NOT** keep an inappropriate gratuity. “It just showed up on my doorstep!” If a gratuity which should not be accepted is received, it should be returned to the donor along with a courteous explanation of District policy or forwarded to the Foundation as a donation. The Foundation can acknowledge the donation and may provide the donor with an IRS compliant receipt.
- ❌ **DO NOT** direct public funds/purchases to employee's own or a family member's “outside business” regardless of whether the public funds are from student fees, fundraising, donations, or general school funds.
- ✅ **DO** accept promotional items or advertising items of nominal value if the vendor gives the same item to other individuals, schools, or districts having essentially the same business relationship with the vendor.
- ✅ **DO** report violations. If an individual or vendor offers a gratuity which might reasonably be interpreted as an attempt to influence the conduct of District business, you should immediately report it to the Director of Internal Audit, or Policy and School Law, or the District Hot Line under Fraud, Waste, and Abuse.



SECTION 7—TRAVEL

Several different District policies must be followed when transporting or traveling with students during ***school sponsored activities***. Most issues directly related to students are found in the District Policy [*5S-203 Student Transportation, Field Trips, and Extended Travel*](#). Issues related to employee compensation and reimbursements are found in District Policy [*2HR-401 District Travel Policy for Employees, Officials, or Agents*](#).

Extended Travel

Extended travel exists when a trip, activity, event, camp, clinic, etc., involves one or more of the following:

- overnight travel;
- destination more than 100 mile from District offices in Farmington;
- missed school day(s);
- student fundraising to pay for the travel;
- air travel;
- travel out of state;
- team camps as defined in the Student Travel Policy.

Out of State Travel Insurance

On any travel event which will result in employees, students, or chaperones leaving the state of Utah, all students and adult traveling with the group must purchase out of state travel insurance from the District's designated provider. The employee responsible for organizing and supervising the travel should calculate the cost of the insurance into the overall individual cost of the travel. The insurance provides coverage for the individual while traveling to and from the activity as well as during the activity. Currently, the cost of the insurance is \$1.15 per individual per day. Questions may be directed to and contact information for purchase be obtained from the District's Risk Management Department.

Employee Compensation and Reimbursement

Employees are expected to accompany their students and therefore should not bear the financial burden of paying for their associated trip expenses.

Expenses which may be paid or reimbursed by the school or program include lodging, per diem, and fare payments or mileage reimbursements in connection with their supervisory assignment. Costs incurred by employees and others acting as chaperones/supervisors for souvenirs, side trips, or other activities ancillary to the student itinerary, shall not be paid for by the school or be reimbursed to the individual.

Unless approved by the principal, the time spent by an employee shall not be rewarded with salary compensation.

If an employee receives a prepayment check for hotel expenses and another employee pays the charges with a District Travel card, the prepayment check amount must be refunded to the District.

Employees driving District owned vehicles to activities will not receive mileage reimbursement.

Rental cars are not allowed without prior approval from a school director or a member of the superintendency. When approved, rental cars must be rented through District approved contracts, and must meet student transportation requirements if students may or will be in the vehicle.

Family Members

Employees may choose to bring their own family members on these trips as long as the family's presence does not interfere with the employee's responsibility to properly supervise students.

Parents/guardians, relatives, or other persons who voluntarily join the travel activity must pay all costs associated with their participation.

If family members of students or employees attend as chaperones, they are expected to pay the same travel costs other chaperones pay.

Employees may not use: money raised by student fundraisers; travel agency vouchers received as a result of making student travel arrangements or reservations; amusement park incentives received as a result of purchasing students' entrances; earned miles, rebates, points, etc. awarded for use of a District-approved procurement/travel

card; or other means to obtain a partial or entire free trip for a family member.

Student Travel/Transportation Requirements

School buses or insured commercial transportation are the preferred choices for all school sponsored activities involving student travel.

ANY transportation of students more than one-hundred (100) miles from the District offices in Farmington **MUST** be done by District school bus, Risk Management approved motor coach, or commercial carrier.

Rental and private vehicles with seating capacity of more than eight (8) passengers including the driver may not be used to transport students.

Seat belts must be worn at all times by all the occupants in vehicles equipped with seat belts.

Students Providing Own Transportation

Where parents/guardians are required to provide their students' transportation to school activities, parents/guardians must be informed of this requirement well in advance of the activity through the Activity Disclosure, Registration Materials, Course Description, or other appropriate means. Parents/guardians should also sign a statement acknowledging they have been notified of this requirement and agree to their student's participation under those circumstances.



Under no circumstance shall students be officially authorized, required, or in any way encouraged to drive other students to activities.

Under no circumstances should employees attempt to organize or mandate car pools or other groups that might imply the student driver is an agent of the District.

Adult Volunteers (Parents) Driving Students

For an adult volunteer to transport students in a private or rental vehicle under the direction of an employee, the driver must:

- ✓ be at least twenty-one (21) years old, preference to those twenty-five (25) or older;
- ✓ pass the defensive driving test on the Division of Risk Management website;
- ✓ provide school administrator with copy of test results and a copy of a valid driver license;
- ✓ be approved as a volunteer by a school administrator;
- ✓ successfully pass criminal background check if they will be transporting students in a vehicle without an employee present;
- ✓ have automobile liability insurance coverage;
- ✓ have not had a conviction in the past ten (10) years for an alcohol/drug related driving violation or more than two (2) moving violations in the last twelve (12) months; and
- ✓ complete an [Automobile Transportation Record for Student Activities](#) form.

Parents must sign a consent form for their student to be transported by an adult volunteer driver.

District Employee Driving Students

For an employee of the District to transport students in a private or rental vehicle, the employee/driver must:

- ✓ be at least twenty-one (21) years old, preference to those twenty-five (25) or older;
- ✓ pass the defensive driving test on the Division of Risk Management website;
- ✓ provide school administrator with copy of test results and copy of valid driver license;
- ✓ have automobile liability insurance coverage;
- ✓ have not had a conviction in the past ten (10) years for an alcohol/drug related driving violation or more than two (2) moving violations in the last twelve (12) months; and
- ✓ complete an [Automobile Transportation Record for Student Activities](#) form.

Parents must sign a consent form for their student to be transported by a District employee.

SECTION 8—CAREER AND TECHNICAL EDUCATION

Career and Technical Education (CTE) programs provide secondary students an opportunity to gain both skills and career awareness about the programs in which they are engaged. These critical skills and knowledge provide life-long applications. It is the District's goal to provide students with high-quality instruction while minimizing interruptions. Misuse of equipment, supplies, and/or facilities by employees may violate District policy as well as state law.

Facilities, Equipment, and Supplies

Employees may not use CTE facilities or any publicly-funded portion of it including tools, equipment, vehicles, and supplies for personal gain in any form. This would include allowing individuals who are not students or staff of the CTE program to use the equipment and supplies as well.

All school/District owned tools, equipment, and supplies must remain on the campus/site at all times.

Employees may not solicit additional work for personal gain by using District facilities or their position.

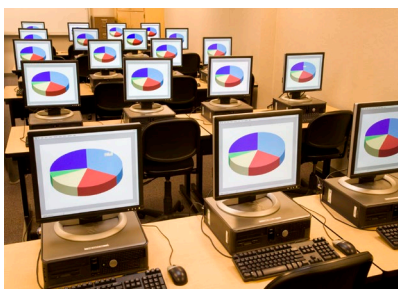
Under no circumstances are personal properties, products, or services to be sold or traded on school grounds unless an equal opportunity is provided to the entire school community and approved by District Administration.

Private individuals and community groups not sponsored by the District wishing to use facilities and equipment must contact District Facility Use Coordinator and follow the District's Facility Rental Permit and Use Policy, including payment of rental fees. This includes employees desiring to use facilities and equipment when not a part of contract responsibilities.

Purchasing

No employee shall utilize tax-exempt school accounts for personal purchases.

No employee may represent themselves as an employee in order to purchase personal goods or services from a supplier who has lowered its retail price specifically for the District—even if the employee plans to reimburse the school or District for the cost. This violates District policy and criminal law.



Exception: A CTE employee may buy materials for a specific student with District contracts and tax exempt status when the items are necessary for the student to meet the curricular goals of the class. In this instance, the items would be considered "school supplies."

Donations to CTE Programs

All donated funds, products, properties, and services specific to CTE must have a completed copy of the Contribution to Davis School District Foundation NCR form attached. The completed form with all copies shall be sent to the CTE Director for approval. Upon approval, the form with all copies is forwarded to the Davis Foundation for appropriate distribution. Upon exhausting the usefulness of the donated items, a determination will be made by the District CTE Coordinator or designee for disposal in accordance with [DSD Policy 6F-103 Purchasing Policy](#), Section 13 Disposition of Excess and Surplus Property which could be discarding, recycling, donating, or selling in a public auction. Under no circumstances is District owned property to be sold, traded, or bartered without going through the proper steps for disposal.



SECTION 9—FUNDRAISING

The District's fundraising policies are in place to protect students, parents, teachers, and school administrators from commercialization and fund raising efforts that are exploitative, coercive, disruptive to the educational process, threatening to the health and welfare of students, or lacking in educational merit. The fundraising procedures included in this Section are applicable to *secondary schools in the District*. [*DSD Policy 10CR-200 Donation, Fund Raising, and Commercialism*](#), contains the District's requirements.

Donations

In the past, teams or groups may have encouraged individual participants to seek businesses or individuals to "sponsor" the participant by donating cash in the name of the individual participant. This practice is unacceptable. Donations cannot be made in the name of an individual student under the tax exempt status of the District or Foundation. IRS REGULATIONS STATE: "A DONOR CANNOT DEDUCT DONATIONS TO INDIVIDUALS WHO ARE NEEDY OR WORTHY EVEN IF MADE TO A QUALIFIED ORGANIZATION FOR THE BENEFIT OF A SPECIFIC PERSON."



This is different than a student participating in a fund raising activity where goods or services are sold and a portion of the profits are retained by the team or group. Where the business or individual receives goods or services reasonably equal in value to the amount paid, the team or group may direct those funds to pay for an individual participant's fees.

Any organization or individual wishing to donate cash, services, or goods to a school/team/group is encouraged to do so through the Davis Education Foundation and if the value exceeds \$1,000, the donation must be processed through the Foundation to assure compliance with Title IX.

A donation with a value over \$250 requires the donor be issued an IRS compliant receipt. The Foundation will issue receipts for donations made through the Foundation. However, if a school/team/group directly receives the donation, the individual employee supervising the group is responsible for issuing the receipt.

Donor recognition in the forms of plaques or nameplates to be placed on equipment, furniture, buildings and other structures, and related gifts must be cleared with the superintendent or his/her designee.

Donation of funds, services, or goods to a school/team/group must not be allowed to replace adopted curriculum, infringe upon instructional time, or pose a burden or place undue pressure upon students, parents, or employees at work, in the community, or at home.

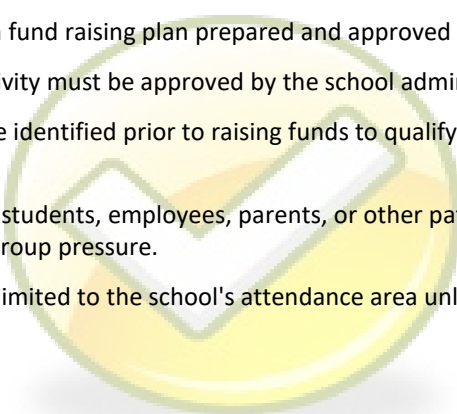
Fund Raising

The Foundation acts as a clearinghouse for fund raising vendors. It publishes a biannual list of fund raising vendors which have been reviewed and found to be reputable. School fund raising activities involving students must be with vendors that appear on this list.

General Information

The following requirements and criteria apply to all fund raising events whether by an entire school, a team, a club, a group, or an individual.

- ✔ Each school must have a written fund raising plan prepared and approved by the school administrator.
- ✔ Every individual fund raising activity must be approved by the school administrator prior to beginning.
- ✔ A specific school project must be identified prior to raising funds to qualify for tax exempt status under IRS regulations.
- ✔ Contributions to fund raisers by students, employees, parents, or other patrons should likewise be voluntary and without coercion, peer, or group pressure.
- ✔ Fund raising projects should be limited to the school's attendance area unless prior approval from the



school director is obtained.

- ✓ Funds collected must be receipted and expended through District or school accounts in accordance with standard accounting procedures.
- ✓ Funds raised must be spent for those purposes identified **prior** to beginning fund raising.
- ✓ Participation in any and all fund raising activities must be strictly voluntary. No student or employee shall be coerced into such activities.
- ⊘ In no instance shall participation in or support for a fund raising project be used to determine a student's grade or his or her eligibility for participation in school-related programs or activities.

Group Fundraisers

In addition to the General Requirements listed above, the following requirements apply to group fundraisers.

All funds raised by school/team/group members shall be used for the mutual benefit of the school/team/group. All funds raised in excess of the identified school project remain in the school/team/group account for the benefit of the school/team/group.

Sometimes, a school/team/group will purchase items such as apparel, with the intent to resell the items as a fundraiser, thereby avoiding use of a vendor approved by the Foundation. Such purchases are subject to the Purchasing Policy competitive quote thresholds.

Individual Fundraisers

In addition to the General Requirements listed above, the following requirements apply to individual fundraisers.

Funds raised by each student will be held by the school/team/group account under the student's name. Funds that exceed an individual student's identified school project costs will remain in the school/team/group account for the benefit of the team or organization.

If a student withdraws from participation, all funds generated during fundraising will remain in the school/team/group account. Fees paid out-of-pocket by a student/parent are refundable unless the fees have been spent on the student's behalf and cannot be recovered by the school. Students shall receive a disclosure containing a provision clearly establishing deadlines for payment and an explanation that non-recoverable expenses will not be refunded.

COMMERCIALISM -Advertising

The acceptance of advertising by a school/team/group is not to be construed as an endorsement for an organization or product nor does the use of funds, materials, equipment, or other **contributions that carry with them any advertising or commercial logo**.

Organizations may donate products that carry the company name and/or logo such as soft drinks, food items, cups, t-shirts, and hats for school activities and fund raising events provided there are no obligations or added costs for students, patrons, employees or the District.

Advertising in athletic programs, posters, and calendars, along with advertisements in school newspapers, yearbooks, literary magazines, programs for special activities, and similar publications is permitted provided such advertisements meet community standards.

Advertising within the schools, outside sport fields, marquees, billboards, vehicles, etc., are subject to Board policy and final approval by the principal.



Circulation of Advertisements or Fliers

Commercial entities wishing to distribute materials to schools and students must first seek approval through the Foundation's review process.

Employees and students are prohibited from using District or school stationery, equipment, or supplies for personal or private gain.

Sales Representatives and Agents

Students and employees shall not act as agents for commercial organizations during school hours.

Sales representatives and agents shall not be permitted to contact students, teachers, or other personnel at the job site during business hours without the knowledge and approval of the principal/supervisor.

SECTION 10—THE LAWS

The following referenced laws, rules, and policies are vital to understanding **why** camps, clinics, and fundraising activities must be carefully managed. Legal provisions are amended frequently. In order to assure the most update information is utilized in management of activities, hyperlinks are provided rather than the actual text of the provisions.

Utah State Board of Education Administrative Rules

[UAC R277-113. LEA Fiscal and Auditing Policies.](#)

This rule requires the District:

1. have fiscal policies in place
2. develop a plan for annual staff training on the policy
3. establish a District audit/finance committee

[UAC R277-107. Educational Services Outside of Educator’s Regular Employment](#)

This rule identifies parameters for an employee of the District to be involved in private but public education related activities such as tutoring, camps, lessons, clinics, or travel opportunities.

[UAC R277-407. School Fees.](#)

This rule requires any fee charged to a student for a school sponsored activity be approved by the Board of Education and be waived for students qualifying for fee waivers.

[UAC R277-515. Utah Educator Professional Standards.](#)

This rule establishes statewide standards for public school educators. Davis School District has adopted these standards as being applicable to all District employees.

[UAC R277-605. Coaching Standards and Athletic Clinics.](#)

This rule specifies standards for school athletic and activity coaches and standards for athletic clinics and workshops.

Davis School District Policies

[2HR-204 Ethical Conduct of District Employees](#)

This policy addresses requirements for employees participating in outside employment which provides services to current or prospective students. It also contains requirements related to avoiding conflicts of interest in selection of vendors and expenditure of public funds.

[5S-202 Authorization of Student Clubs and Organizations](#)

This policy provides procedures for the authorization of curricular and noncurricular clubs as outlined in state law.

[5S-203 Student Transportation, Field Trips, and Extended Travel](#)

This policy addresses the requirements for approval and finance of student travel and field trips.

[6F-101 School Fees, Fee Waivers, and Provisions in Lieu of Fee Waivers](#)

This policy implements state law requiring Board approval of any fee charged to a student for any school sponsored activity and the granting of fee waivers for qualifying students. The annual fee schedule is attached to this policy and provides the maximum allowable amounts students may be charged for school sponsored activities. It also contains accounting procedures for handling of payments made by students to a school for any school sponsored event or activity.

6F-103 Purchasing Policy

This policy provides requirements for purchases made by employees, using school/public funds, or made on behalf of the District or a school. It includes authority for making purchases, requisition process, solicitation requirements, use of credit cards, surplus disposal, and prohibited conduct.

6F-102 Facility Rental Permit and Use Policy

This policy establishes facility rental fee schedule and procedures for public citizens or groups to rent school facilities when not being used by the school or District.

10CR-200 – Donations, Fund Raising, and Commercialism

This policy identifies the procedure whereby schools can seek community support through donations. It identifies the parameters for student participation in fundraisers as well as the collection and receipting of money raised.

Utah High School Activities Association Handbook

This handbook contains the policies and procedures governing the administration and conduct of activities in the UHSAA member high schools.

SECTION 11—DEFINITIONS

The following terms are used often in the course of supervising and managing student athletic and extracurricular activities.

1. **"Arm's length transaction"** means a transaction between two unrelated, independent and unaffiliated parties or a transaction between two parties acting in their own self-interest that is conducted as if the parties were strangers so that no conflict of interest exists.
2. **"Exclusive contract or arrangement"** means an agreement requiring a school or school group to purchase or exchange all needed goods or services from one seller.
3. **"Internal controls"** are procedures designed to safeguard assets, detect errors and misappropriations, produce timely and accurate financial reports, and ensure compliance with laws and rules.
4. **"Public funds"** (Utah Code Section 51-7-3(25)) means money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the District or any of its schools, teams, clubs, or departments.
5. **"School sponsored"** means an activity, fund raising event, club, camp, clinic or other event or activity that is authorized by the District or a school which supports the authorized school club, activity, sport, class or program, that also satisfies at least one of the following conditions:
 - it is managed or supervised by the District or school, or a District or employee;
 - it uses the District or school's facilities, equipment, or other school resources; or
 - it is supported or subsidized, more than inconsequently, by public funds, including the school's activity funds or minimum school program dollars.
6. **"Utah Public Officers' and Employees' Ethics Act"** (Utah Code Sections 67-16-1 through 15) means an Act that provides standards of conduct for officers and employees of the state of Utah and its political subdivisions in areas where there are actual or potential conflicts of interest between their public duties and their private interests.
7. **"Activity sponsor"** means a private or public individual or entity that employs an employee in any program in which public school students participate.
8. **"Extracurricular activities"** means those activities for students recognized or sanctioned by a school which may supplement or compliment, but are not part of, its required program or regular curriculum.
9. **"Employee"** means a person who is employed on a full-time, part-time, or contract basis by the District or school.
10. **"Private but public education-related activity"** means any type of activity for which the employee receives compensation and the principle clients are students at the school where the employee works. Such activities include:
 - tutoring;
 - lessons;
 - clinics;
 - camps; or
 - travel opportunities.
11. **"Fee"** means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through a school.
12. **"Waiver" or "Fee Waiver"** means a release from the requirement of payment of a fee and from any provision in lieu of fee payment.
13. **"Extended Travel"** according to Davis School District policy, means an instructional field trip or extracurricular travel (including during the summer or when school is not in session) which involves one or more of the following:
 - overnight travel;
 - destination is more than 100 miles from the Farmington Administrative Office;

- student misses school day(s);
- air travel;
- travel out of state; and/or
- team camps.

SECTION 12—FORMS

Forms for School-Sponsored Activities

Annual Financial Acknowledgment

All principals, assistant principals, athletic directors, coaches, and activity advisors must review and sign this form annually as they evaluate the previous year/season and plan for the upcoming year/season.

School Sponsored Activity Check List

This check list will assist an employee in the management of school sponsored activities. It should be used to guide employees in collecting the appropriate documentation required to audit a program as well as acting as a reminder of applicable policies. File folder/organizers can be ordered from DSD Printing Services.

School Level Approval -- Building Administrator Approval

This form will assist an employee to organize the information which should be presented to a principal or designated school administrator to receive approval to conduct a school sponsored activity.

Activity Disclosure

This form is REQUIRED for school-sponsored groups or programs in grades 9 through 12 involving contests, performances, events, or other activities which require students to miss class time or take place outside of the regular school day. This form also lists all fees a student will be charged to participate including itemizing how the fee will be used.

Student Roster

This form will assist an employee to organize the information which should be present in a student roster. Additional information may be added at the discretion of the school employee running the school-sponsored activity.

Personnel Management Summary

This form will assist an employee to assure that all adults involved in an activity are appropriately selected, trained, monitored, and compensated. This form identifies major tasks related to these issues.

Financial Summary

This form will assist an employee to report estimated and actual revenue and expenditure amounts for a school-sponsored activity.

District Level Approval -- Extended Travel Request Form

This form is MANDATORY for any school activity which will result in students missing all or part of a school day, will keep students away from home overnight, will take place more than 100 miles from the District offices in Farmington, or is a "team camp" where all member of a team are expected to attend.

This form must be completed and District Level approval received prior to making any financial commitments on behalf of the school, team, group, employee, or students.

Extended Travel Student Registration and Informed Consent

Following receipt of school and District approval, this form must be filled out by the parent/guardian of each student participating in a school sponsored extended travel activity. No student may be allowed to attend the extended travel activity without first providing the coach/advisor with the properly completed form.

Student Passenger in a Private or Rental Vehicle

With approval of the school principal, a private or rental vehicle may be used to transport a student to a school activity. Parents must give prior informed consent for students to be transported by an adult driver using this form.

Automobile Transportation Record for Student Activities

This form must be completed by the employee driver or adult volunteer driver, respectively, who provides transportation for students in a private or rental vehicle from school to approved school events prior to travel.

[Automobile Transportation Record for Student Activities – Davis School District Employees](#)

[Automobile Transportation Record for Student Activities – Adult Volunteers](#)

Agreement for Voluntary Services

This form should be completed if a person is acting as a volunteer (non-compensated) in a school-sponsored activity.

Single/Sole Source Request

Prior to obligating the District to any purchase an employee seeking approval to make a single/sole source purchase (waiver of competitive bid process) must first complete this form and submit it to the Purchasing Department for approval along with applicable documentation.

Event Ticket Sales/Gate Receipt Reconciliation Report

Gate receipts or funds collected during activities where a computer cash register is not available shall be sold using numbered tickets. Upon conclusion of such activities, this form SHALL be complete.

Student Fee Schedule

The Student Fee Schedule is an attachment to the Student Fee Policy. It is reviewed and approved by the Board of Education annually. It sets the maximum allowable amounts a student may be charged for participation in any school sponsored activity.

Forms for Private but Public Education Related Activities

Educational Services Outside of Educator’s Regular Employment

An employee who desires to participate in a private, but public educational-related activity where the principle clients are current or prospective students must provide this written verification agreeing to abide by all laws and rules of the State of Utah and District policies.

Disclosure Pursuant to Utah Public Officers’ and Employees’ Ethics Act

This form **MUST** be submitted to an employee’s supervisor if a school employee is an officer, director, employee, or owner of an outside business and the District or any school in the District might conduct business with the outside business.

Facility Rental

An employee who wants to holds a “private but public education related” event at a school facility **must contact** the District Facility Use Coordinator and reserve the facility, (inside and/or outside), so the District scheduler knows and does not schedule another group or activity to use the facility at the same time