

ASB Information (CLUBS & SPORTS)

FUNDRAISERS

Please see the ASB Office staff to complete a master calendar form to schedule a fundraiser. At that time, please turn in the **Notification of Intent to Hold a Fundraiser with Implementation Plan**. This must be done PRIOR to holding the fundraiser.

At the end of the fundraiser, please turn in **the Final Sales Analysis of Fundraiser**. Deposits will not be credited to ASB Club Account until all paperwork has been received.

Fundraisers need to be approved by the administration and the ASB Council. They must ensure the fundraiser is within the approved guidelines. Also, as a club, sport or activity, you cannot force anyone in your group to participate in fundraisers. It must be all voluntary.

DEPOSITS

Use the Deposit Slip to turn in monies and complete the form legibly and accurately. Turn into the ASB Office. There are deposit forms available in the Bookkeeper Office (hopefully soon in the ASB Office).

Please roll coins, when possible (supplies may be obtained from the ASB Office). Please organized your paper money and have it facing one direction.

Put your ASB Account number (4 digit #) on each check being deposited and include a calculator tape, if possible. The student name and student id number must be noted on the check. If it's a fundraiser, please put the student that turned in the checks to you.

The ASB Office will initial the deposit slip as evidence of receipt of deposit and return the pink copy immediately back to you. The ASB Office counts and verifies the deposit totals, a receipt will be issued and returned to you with the yellow copy of the deposit slip. Please keep these as they are proof of your deposit and will help to track a lost deposit should a posting error occurs.

Special Note: when collecting money from fundraisers, you must turn in all money collected. You must not pay for any expenses from monies collected. You must not hold on to any money to be used later for expenses.

You CANNOT require any student to pay for costumes, uniforms, membership, or participation in an activity. You can request donations but you may not specify how much or by a specified date. All donations must be voluntary and made to the entire group, club or sports team. You cannot refund donations.

REQUESTS FOR PAYMENTS – Reimbursements and Payments to Other

Please complete the electronic pdf fill-in **Request for Payment** and attach receipts, *and Club Minutes* approving the expenditure requesting to be paid/reimbursed (if you turned in Club Minutes for a PO to be generated, you do not need to attach the Club Minutes again). Email all items to the Bookkeeper (wilcoxbookkeeper@scusd.net).

If requesting a check for a tournament, please submit back-up (notifications, flyers, roster, etc). An ASB PO will be generated and a payment request will be sent for approval. Payment Requests must be approved by the ASB Leadership Council. Once that is complete, the payment packet is sent to the district to cut the check. All checks are mailed directly from the district office.

ORDERS

Please complete the electronic pdf fill-in **Request for Quote/PO Request** Form. Submit the form and any backup paperwork to support what you want to order. The bookkeeper will complete an *ASB Purchase Order* and submit to ASB Leadership Council for approval. Once that is completed, the Bookkeeper will send the PO to the vendor. This takes time so please keep that in mind when submitting to purchase items. There are times when a purchase order needs to go through the district because of possible liabilities. You will be notified when this is necessary.

All orders MUST be shipped to Wilcox. When the order is received at Wilcox, the Bookkeeper will make a copy of the packing slip/receiver. You will be notified your order has arrived.

In order to submit a payment, the Bookkeeper will send you a request for payment form to be signed by the Advisor electronically. Once signed the Advisor is to email the signed form back to the Bookkeeper. Once, the bookkeeper receives the packing slip and an invoice from the vendor, a payment will be processed (approval of ASB Leadership Council and then send to the district for processing). If for some reason a return is necessary, please notify the bookkeeper so the invoice will not be paid until you have received the replacement item(s).

TRANSFERS

Sometimes it's necessary to transfer money internally between clubs or sports. Please complete the **Request for Transfer of Funds** and include a copy of the club meeting notes approving the transfer. Email both of these to the Bookkeeper (wilcoxbookkeeper@scusd.net)

STUDENT CHARGES

Under construction.

BUS TRANSPORTATION

Under Construction

COMPLIANCE RULES FOR DONATIONS, FUNDRAISERS AND CHARGES TO STUDENTS

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. Since 1874, the California Supreme Court has interpreted this to mean that this entitles every student to be educated at the public's expense. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. **The right of free access also prohibits mandated purchases of materials, supplies, equipment or uniforms associated with the activity, as well as the payment of security deposits for access, participation, materials or equipment.** Finally, a process that allows for a waiver process for an otherwise mandatory fee, charge or deposit does not render it constitutionally permissible.

The ACLU most recently filed and won lawsuits against numerous States for illegal fees imposed by their public schools (ACLU vs. State of California 12/9/10). The ACLU settled a case with California that will insure that districts do not charge student fees for educational activities. The settlement requires annual school audits to decide if schools have collected illegal fees and gives parents and students the right to use the Williams Uniform Complaint Process to identify illegal fees and to receive reimbursement for illegal fees within 30 working days.

Also, on April 20, 1984, the Hartzell vs. Connell California Supreme Court decision raised serious questions about the imposition of non-statutory fees for extracurricular activities. The lead opinion on this matter is that fees may be charged for activities that are recreational, but not for those that are educational. Because extracurricular activities are described in the opinion as an integral component of public education, they are a part of the educational program and thus must be free.

Question: May a school charge fees for uniforms for team sports?

Answer: No. A school must provide a free uniform to any student who is a member of the school team in question. Further, the free uniform must be substantially the same uniform as those which are made available for purchase. You can allow students to purchase their own uniforms if they want to purchase uniforms; however, buying a uniform cannot be a requirement to participate in a sport.

Question: May a school still fundraise?

Answer: Yes. As with donations, school districts, schools, programs and classes can and do engage in fundraising activities and programs, and this practice is also permissible as long as the raising of funds is voluntary. You may require student to attend a fundraising event; however, if they are unable to raise funds for the event, you cannot prevent them from participating in an education activity.

Question: May a school still receive donations from parents and guardians?

Answer: Yes. School districts, schools, programs, and classes can and do seek and accept donations of funds and property, and this practice is permissible as long as the donation is truly voluntary and in no way a prerequisite to participation in the program or activity. Therefore, any statement or explanation related to a donation that could lead a reasonable person to believe the donation may not be truly voluntary is to be avoided. Access to educational programs must not be tied to either the willingness or the ability to pay a fee or request a fee waiver.

You can not specify an amount to be donated or fundraised. You can not specify a donation by a certain date.

If you have any questions regarding the above, please contact the Bookkeeper.