

ASB Workshop

Perris Union High School District

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Presenters

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Workshop Agenda

- An Overview of ASB
- Forming an ASB Club
- Fundraising & Donations
- Cash Receipt Management
- Purchasing Procedures
- Budget Monitoring
- Food Sales and Regulations
- Student Fees
- Other Organizations



An Overview of ASB

- Associated Student Body (ASB) organizations are composed of students for the purpose of conducting activities on behalf of students.
- California law allows students to raise money and make decisions about how it will be spent.
- Funds that are raised and spent by student organizations are called ASB funds.
- Individual clubs may be formed within the primary ASB organization.
 - Athletic teams will also be part of ASB, if they plan to do any fundraising or accept any donations.



Student Council

- The student council, or general ASB, is responsible for overseeing all of the student clubs in the school.
- Authorize the budgets for all student clubs.
- Authorize fundraising events for all student clubs.
- Approve expenditures from all student funds.
- Approve new clubs.



Administration of an ASB

- The Governing Board is ultimately responsible for everything that happens in the district, including the activities of student organizations.
- The Governing Board establishes the parameters for the operation of the District through board policies and regulations.
- The Business Division has the responsibility to ensure ASB funds are managed in accordance with the law, Board policies, established business practice, and to approve all disbursements.



Who Else is Responsible?

- Principal or Site Administrator
 - Directly responsible for the conduct of student body activities and financial affairs.
- ASB Advisor
 - Supervises the activities of the student council and the clubs.
 - Ensures that adequate planning and internal controls are established and that all of the funds are properly accounted for when a fundraiser is held.
- ASB Bookkeeper
 - Maintains the accounting records for the ASB funds.



Club Advisors

- Each club must have a Club Advisor who is a certificated employee of the District.
- Athletic teams generally form individual clubs within the ASB so that they may be allowed to fundraise.
 - The head coach most commonly serves as the club advisor.
- The club advisor must be present in the room during club meetings and activities sponsored by the club.



Club Advisors

- Club advisors are responsible to assist student club leaders to:
 - Hold formal meetings,
 - Develop budgets,
 - Plan fundraisers; and,
 - Decide how the funds will be spent.
- The students make the decisions; the club advisor assists and advises.



Forming an ASB Club

- Individual clubs may be formed within the primary ASB organization, each with its own focus and organizational requirements.
- To become a recognized part of ASB, a club, like a student organization, must be composed entirely of currently enrolled students.
- The clubs within the ASB must be approved by the student council, ASB Advisor, site principal or designee, and the Business Department.



Application for Student Club

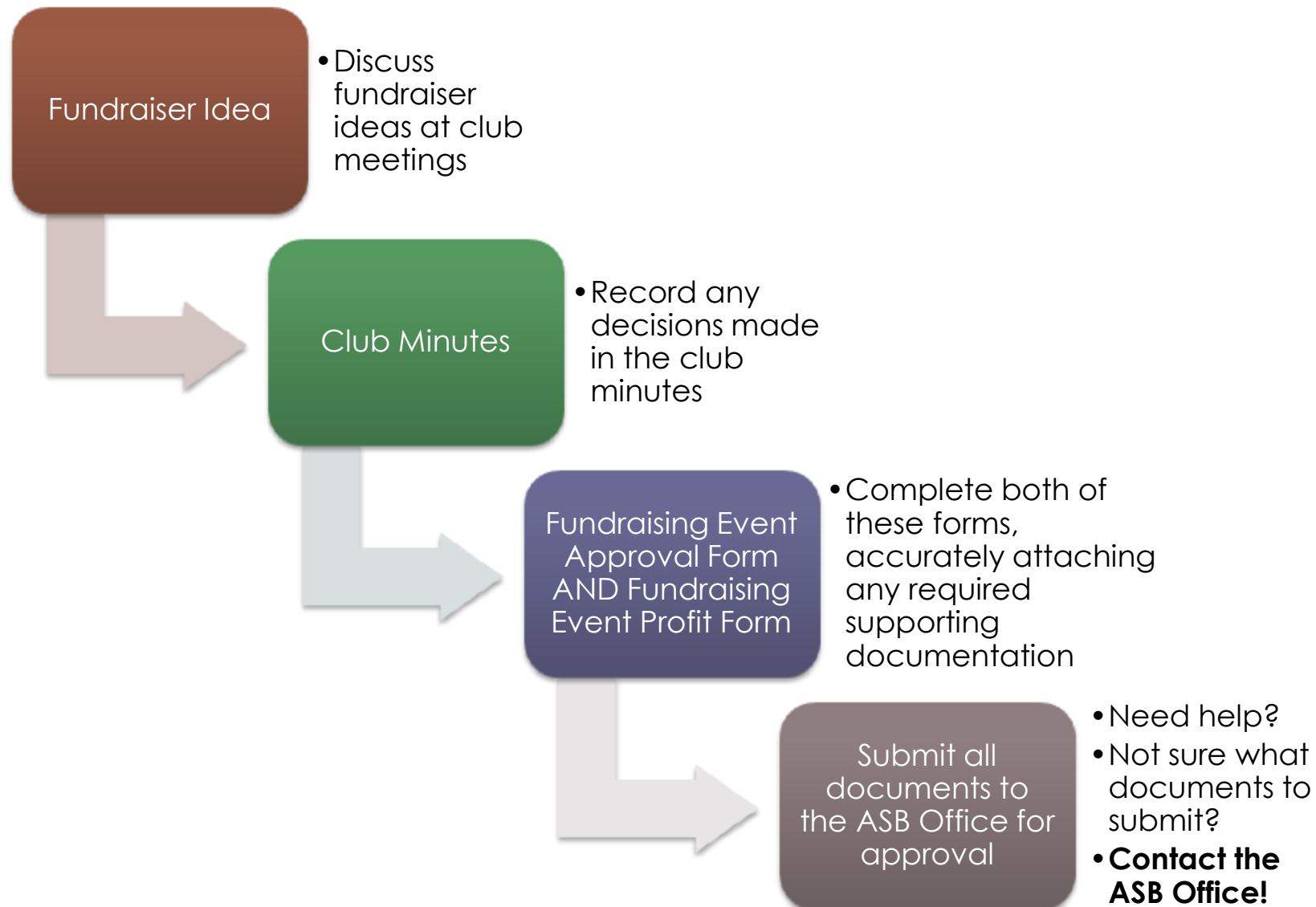
- A group of students may apply for permission to form a club by submitting an:
 - Application for Student Club,
 - ASB Budget Form; and,
 - A proposed constitution.
- ASB Clubs must:
 - Have a purpose,
 - Hold regular meetings; and,
 - Keep minutes of club decisions.



FUNDRAISING & DONATIONS

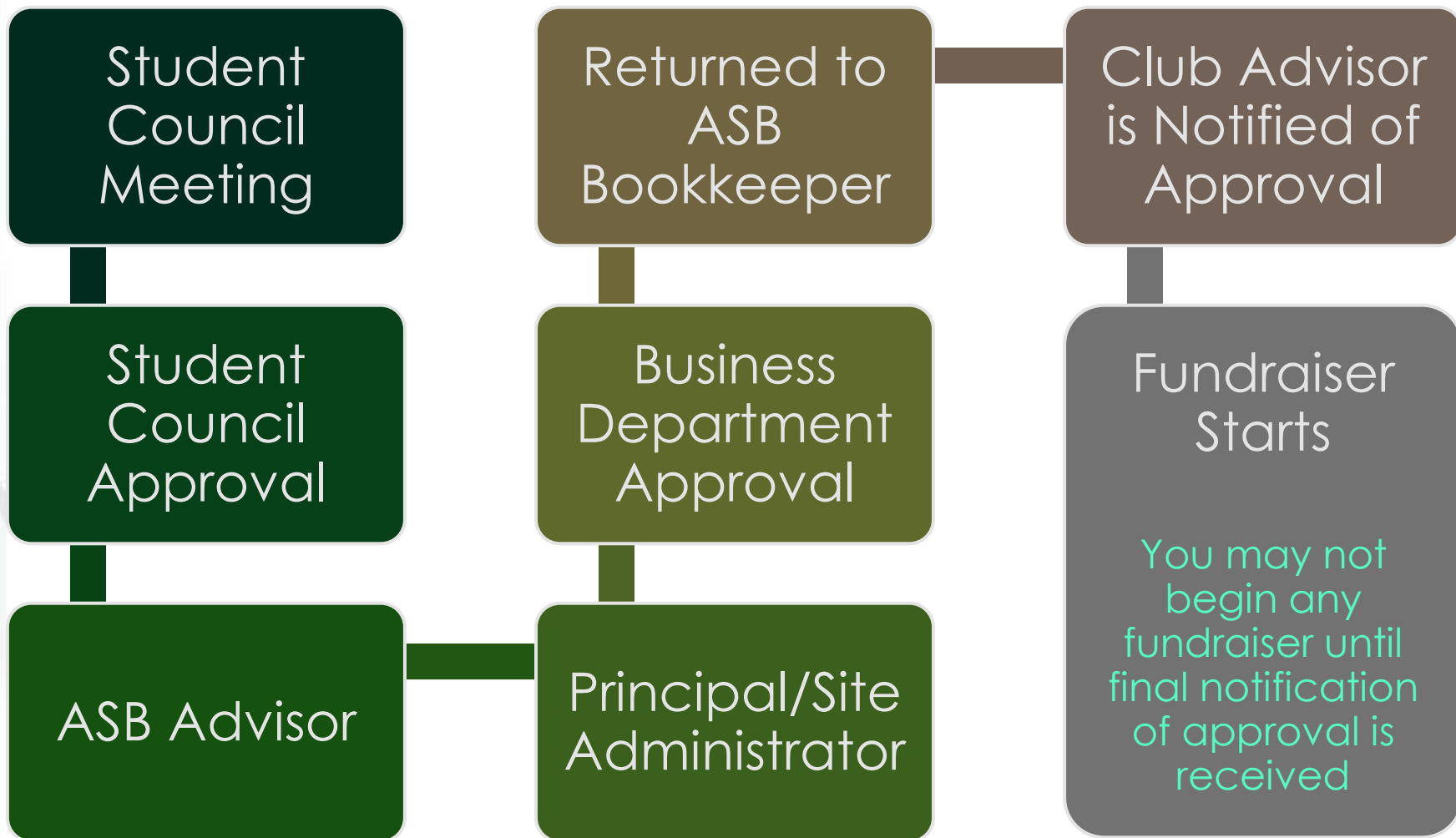


Club Fundraisers





Fundraiser Approval Process





Fundraiser Approval Timelines

- Please allow at least two (2) weeks for the approval process to take place.
- Some fundraisers require additional approval times.
 - Large fundraising events requiring extensive coordination,
 - Fundraising involving food – must be approved by Nutrition Services,
 - Events that require additional insurance – must be coordinated with Risk Management, and
 - Fundraising requiring a contract with an outside entity – must be approved by the Purchasing Department.
- **Plan ahead!**



Allowable Fundraisers

- Advertising
- Apparel/Spirit Items Sales
- Athletic & PE Clothing Sales
- Athletic Events/Tournaments
- Banquets
- Battle of the Bands
- Book Fairs
- Buddy Auctions
- Car Washes
- Carnivals (*within legal regulations*)
- Catalogue Sales
- Concession Sales
- Cultural Events/International Fairs
- Dances
- Donation/Support Letter Writing
- Donations/Profit Shares
- Entertainment Events
- Field Trips
- Food/Drink Sales (*within legal regulations*)
- Game & Activity Events
- Holiday/Dance Grams
- Marquee Messages
- Parking Donations at Games & Events
- Parking Permits
- Picture Sales
- Preferred Parking at Games & Events
- Recycling
- Sale of Other Miscellaneous Items
- Sports Clinics
- Ticket Sales
- Yard/Rummage Sales
- Yearbook Sales



Prohibited Fundraisers

- Anything involving darts & arrows
- Destruction of objects
- Inflatable jumpers or trampolines
- Mechanical or animal rides
- Objects thrown at people
- Raffles or games of chance (*this is a violation of the Penal Code*)
- Rental of District property (*equipment or facilities to outside groups*)
- Water or dunk tanks
- Anything not allowed by board policy



Spirit Packs or Support Packs

- Cannot require the purchase as a prerequisite for participation.
- Must be sufficient funds in the account to purchase all items in the pack, OR
- The pack must be sold on a pre-sale basis so all money is collected up front.
 - Quotes for all items must be attached to the Fundraising Event Approval Form.
- All items must be delivered to the purchaser according to a predetermined schedule.
 - Cannot remove any items due to lack of funds raised.



Gifts and Donations

- ASB Clubs often receive gifts and donations from the community and business entities.
- These can be made in a variety of ways and for a variety of purposes - cash, scholarships, equipment or supplies.
- A Donation Acceptance Form will need to be completed by the club and submitted to the ASB Office.
- Letter writing campaigns seeking donations require approval – attach the proposed letter to the Fundraising Event Approval Form.



Gifts and Donations

- Donations from parents/students **MUST** be truly voluntary and in no way a prerequisite to participation in the program or activity.
- NOT Allowed:
 - Specified minimum amount of a donation;
 - Date by which a donation is due; and,
 - A lesser donation amount if funds are received prior to a certain date.
- **Any statements or actions that exert explicit or implicit pressure on students or parents to make a donation are not permissible.**



CASH RECEIPT MANAGEMENT



Cash Management

- Sound cash management procedures are essential for successful ASB operations.
- The most common ASB problem noted in a district's annual audit (audit findings) involve failure to follow internal control procedures for the handling of cash from the time the cash is collected to the time it is deposited into the ASB bank account.
- Most of the fraud that occurs in ASB activities is directly related to the procedures for the handling of cash and checks.
- Good internal controls over cash receipts discourage theft or loss of the student body assets.



Cash Management

- Whenever cash or checks will be collected, some cash control procedure must be established.
- It is important to be able to tie all proceeds to the specific fund-raiser from which they were generated and to ensure that all proceeds from an event are properly turned in and accounted for.
- The specific control procedure will depend on the type of fundraising activity and the type of cash receipt.



Control Procedures

Control Procedure	Type of Activity
Prenumbered Tickets	Dances Entertainment events Car washes (pre-sale) Athletic events Festivals
Prenumbered Receipt Books	Publication sales Sale of advertising space
Tally Sheets	Dances Car washes
Cash Boxes	Any event where cash/checks are accepted



Prenumbered Tickets

- ASB bookkeeper issues to club advisors prior to each event.
 - If a club wants to purchase or print their own tickets, submit to the ASB bookkeeper prior to their use so that they can be recorded.
- A ticket is given each time a purchase is made.
 - Example: a student purchases a seat at an athletic event and is given a ticket when the student pays for the seat.
 - One person collects the money and issues the ticket when a purchase is made.
 - A second person takes the ticket when the person enters the dance or event.



Prenumbered Tickets

- Close-Out Procedures:
 - At the end of the event, the total number of tickets issued is counted and recorded on the *Report of Ticket Sales* form.
 - A second person should count the tickets to verify the accuracy of the count.
 - At least two people should independently count the cash and checks collected using the *ASB Cash Count Form*.
 - The amount of the total cash counted is then entered on the *Report of Ticket Sales* form, so it can be reconciled.



Prenumbered Receipt Books

- When a sale is made, a receipt is given to the person making the purchase once the cash is received.
- Close-Out Procedures:
 - At the end of the event, the amount of cash reported on the receipts is totaled and the receipts are sorted in numerical order.
 - The students must account for all of the receipts that were used from the receipt book.
 - At least two people should independently count the cash and checks collected using the *ASB Cash Count Form*.
- Available from the ASB Office.



Tally Sheets

- For some fundraising events, it is not possible to use prenumbered tickets or receipts.
- In these instances, a tally sheet may be appropriate.
- Example: if a club is going to hold a car wash, a tally sheet should be used for those without pre-sale tickets.
- A tally mark is made on a tally sheet each time a sale is made.
- Close-Out Procedures:
 - At the end of the event, the total number of marks on the tally sheet is compared to the cash collected for the event.
 - At least two people should independently count the cash and checks collected using the *ASB Cash Count Form*.



Cash Boxes

- Cash boxes are checked out from the ASB Office.
- Pre-loaded with some amount of starter or advance cash.
- Cash box procedures are a component of the procedures for prenumbered tickets, prenumbered receipt books and tally sheets.
- The security of the cash box and the volunteer entrusted with the cash box are both essential.



Final Steps

- The advisor is responsible to turn in the cash and checks, and all materials and supporting documents to the ASB bookkeeper immediately after the event has ended and the close-out procedures are complete.
- This includes submitting *Report of Ticket Sales* form, tally sheets, receipt books, *ASB Cash Count Form*, any remaining tickets and the cash box.
- If after hours, the advisor ensures they are stored in a safe place in accordance with site after-hours cash procedures.



PURCHASING PROCEDURES



Examples of Allowable Purchases

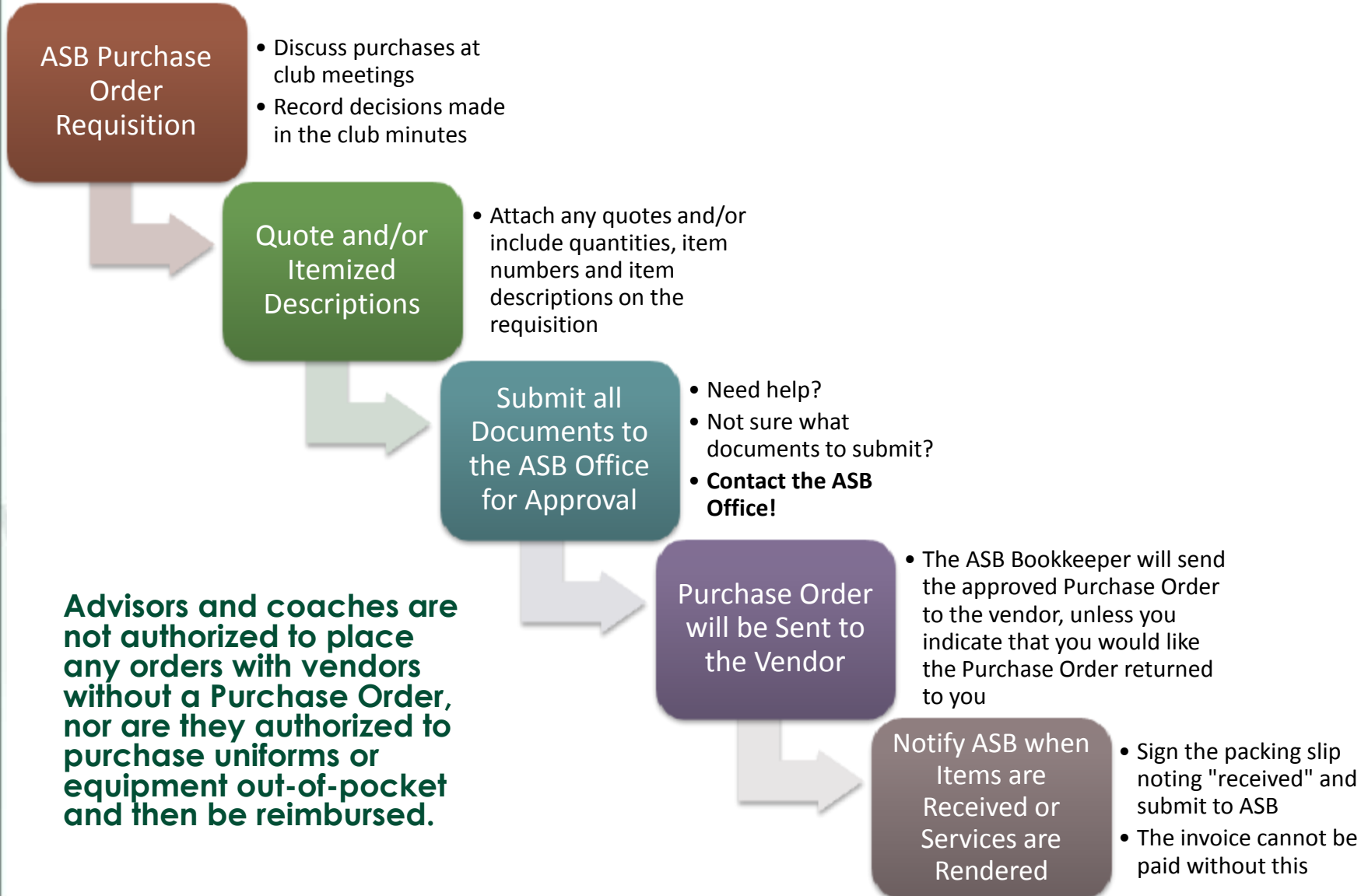
- In general, ASB expenses should be directly linked to the students' benefit and benefit a group of students rather than individuals.
- Supplies, trips, events and activities of the club.
- Supplemental or additional equipment that is not normally provided by the school or District.
- Enhancements to, or upgrades from, school provided uniforms.
- Tournament/competition fees.
- Staff appreciation events (limited to the equivalent: \$10.00 Breakfast, \$15.00 Lunch).
- Appreciation gifts or inexpensive awards (not exceeding \$25.00).



Prohibited Purchases

- Salaries and supplies that are the responsibility of the District.
- Repair of District equipment and facilities.
- Refreshments for staff meetings.
- PTA or Booster Club supplies.
- Cash gifts or awards.

Purchasing Approval Process





Contracts

- An ASB club may, at times need to contract with a business or other organization as part of an event or fundraiser.
- A contract is any agreement where another person or entity provides goods or services to the club, regardless of whether the agreement is called a contract, memorandum of understanding, service agreement, etc.
- All contracts must be reviewed and approved by the District's Purchasing Department prior to services being performed.
- Site administrators, ASB advisors, coaches, etc. are not authorized to sign contracts regardless of the amount of the contract.



Contract Requirements

- A W-9 Taxpayer Identification form.
- Proof of insurance may be required.
- Automobile liability and workers' compensation may also be required when applicable.
- Any permits and licenses legally required to perform the services.
- Independent contractors are required to submit fingerprints through the Department of Justice, if they will be coming into unsupervised contact with students.



Contract Approval Timelines

- Please allow at least two (2) weeks for contracts to be approved after the contract and all supporting documentation is received by the Purchasing Department.
- Contracts in excess of \$10,000 also require Board approval and should be received at least three (3) weeks before the next regularly scheduled Board Meeting.



Stipends

- ASB clubs can fund additional coaching stipend positions.
 - The students in the club must have determined how they would like to spend the funds that are raised.
- Permitted only for the positions and increments listed within the PSEA Bargaining Agreement.
 - Can be split up to three (3) ways.
- Cannot fund a stipend for someone already receiving a District paid stipend.



Stipends

- Must be hired through Human Resources (HR) and cleared to work **before** they start working with students.
- Must also be paid through District payroll, as they will be employees of the District.
- The ASB club will be invoiced for salary cost plus all fixed costs of the stipend positions in advance of the employee receiving compensation.
- In no circumstance may the ASB account pay the stipends of these employees directly.



Special Services Consultants

- ASB clubs can also fund special services consultants - specialized coach (e.g. tumbling coach, pitching coach, choreographer, etc.).
- This is considered an independent contractor.
 - Not a District employee.
 - Not hired through HR or paid through payroll.
- Follow approval process for contracts.
 - A contract will be required and must be approved in advance by the Purchasing Department.
- The rate paid for a specialized coach is negotiated between the ASB club and the specialized coach.



Equipment Purchases

- Generally defined as moveable personal property of a permanent nature (other than land and buildings) with a useful life of more than one year and a cost of more than \$500.
 - Examples include machines, furniture, vehicles, and furnishings that are not integral parts of a building or a building service system.
- Must be coordinated and approved by the District's Purchasing Department.
 - Receive better pricing.
 - Insurance, inventory and maintenance factors are considered.



BUDGET MONITORING



Budget Monitoring

- Each club will develop an individual budget as part of the club application process.
- Should be monitored monthly to determine that the revenues are coming in as estimated and that the expenditures do not exceed the amount authorized in the budget.
- A revised budget will be required if there are significant changes to revenues or expenditures.
- Club advisors will receive a report each month that will include all activity for the previous month.
 - Review this to insure all transactions are accurate.
 - Contact the ASB Office immediately if any questions.



Budget Monitoring

- Carryover is limited to 20% of the total revenues received in that school year.
 - Funds raised by students during a given school year are intended to be spent for the benefit of those students.
- A club may want to carry over more than 20% for a special long-term project or event that will take more than one year to raise funds.
 - A Carryover Request Form must be used to make this request.
- If a club becomes inactive for one complete school year, the funds will be transferred to the general ASB.



FOOD SALES



Introduction

- Obesity rates among school age children tripled from 1980 to 2000.
- Because most school age children consume a large portion of their nutritional intake at school, the school environment can have a large influence on children and adolescents.
- The Institute of Medicine (IOM) who advises Congress on matters of health and science, issued a report recommending limited access to competitive foods.
- Congress acted and California not to be outdone, was the first state to impose regulations on foods in schools.



Laws Regarding Food Sales

- June 2004 – Federal law requires schools to develop Wellness Policies in an effort to reduce the rising rate of obesity among school aged children.
- June 2007 – The state legislature adopts law to regulate the nutritional content of all foods and beverages sold outside the National School Meal Program.
- Ed Code 49431 – requires that all food sold on campus be approved for compliance with state nutritional regulations.
- Schools participating in the National School Lunch Program, the School Breakfast Program, or any USDA meal program must follow these regulations.



How Does This Apply to ASB Clubs?

- Food sales are one of the most popular and most regulated ways to raise funds.
- Regulations apply to all food sold (or served) during the school day.
 - Includes ½ hour before and after school.
 - Beverages are considered food.
- Non-compliance will result in loss of funding for the District's breakfast and lunch programs.
- Any food or beverage item sold or served on campus during the school day will require approval by The Nutrition Services Department, who is responsible to ensure compliance.



Food During the School Day

- One student organization may sell food as a fundraiser each day during school hours.
 - This is usually ASB student store.
 - No more than three types of food items can be sold (snack food, confections or beverages).
- Any one or more student organizations may conduct no more than four food sales annually.
 - Each four food sales must occur on the same four days for all organizations.
 - Referred to as competitive food sale days.
- The items sold cannot be the same as those sold by the cafeteria program that day.



Food During the School Day

- All food items must still comply with state and federal regulations and the district wellness policy.
- Under no circumstances can foods of minimal nutritional (FMNV) value be sold or served to students during the school day.
- Only commercially prepared and packaged foods are allowed.
- Items sold cannot be prepared on the school premises.
- **Foods prepared in private homes are not allowed.**
- The student store and organizations selling food on campus are not exempt from health department regulations.



Food Outside the School Day

- Food and beverage sold or served outside of the school day does not need to adhere to the state and federal nutrition guidelines or the District's wellness policy.
- If on school premises, occurs no less than one half hour before or after the school day.
- Food must be commercially prepared and packaged, or if prepared on the school premises, follow strict regulations.
- **Foods prepared in private homes are not allowed.**



Food Preparation Regulations

- When food is prepared on campus, or off campus at a school sponsored event, local and state health department regulations must be followed.
- Food preparation includes any time heat is applied to a food item via oven, microwave or hot water.
 - Also includes the application of heat to commercially prepared items.
- Food prepared and served on campus during the school day must be coordinated with and approved by the Nutrition Services Department.



Food Preparation Regulations

- At least one person preparing food must maintain a valid county food handlers card.
 - More may be required depending on the size and type of event.
- A state approved Manager Food Safety Certification may be required.
- All foods must be protected from contamination.
- Use of District kitchens is not allowed, unless approved by the Nutrition Services Department and at least one Nutrition Services staff member is present for the duration of the use.
 - The cost of the staff person will be the responsibility of the ASB club.



Other Food Regulations

- Readily perishable foods must be refrigerated to 45°F or colder, or kept and served hot at 135°F or warmer to prevent the growth of bacteria that can make people sick.
- Refrigeration, dry ice or ice may be used to keep foods cold.
 - Do not keep foods at room temperature if they require refrigeration.
- If food is hot, a thermal carrier may be used and food should be placed in an oven no less than 30 minutes from purchase.
- BBQ's are allowable, provided all food items are kept in proper refrigeration or warmers as needed. Coolers with ice or dry ice are acceptable.
 - All other food regulations still apply.



Banquets, Events, Parties, etc.

- Even if outside the school day, are not exempt from health department regulations.
- **Homemade foods/potlucks are not allowed.**
- May be catered by the Nutrition Services Department or an outside entity.
- Large events, even if outside the school day, may require coordination and approval by the Nutrition Services Department.
 - May also require a Nutrition Services staff member to be present for the period of time food is prepared and served at the large event.
 - The cost of the staff person will be the responsibility of the ASB club.



STUDENT FEES



Introduction

- Student fees, charges, deposits, donations and fundraising for activities is once again at the forefront of public attention.
- Began with a Grand Jury investigation at San Diego Unified School District.
- Grand Jury report grabbed the attention of the ACLU who launched their own investigation.
- Investigation prompted a lawsuit against the Governor and the State of California.
- The subject of student fees can cause considerable confusion.



Summary

- The “free school guarantee” is a provision in the California Constitution that has been upheld throughout the years in documented court cases.
- Title 5, California Code of Regulations, § 350 states, “A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charges **not specifically authorized by law.**”
- In 1984, the Supreme Court ruled in the case of *Hartzell v Connell* that “free school” extended to all educational activities, both curricular and **extracurricular.**



Fees Specifically Authorized by Law

- Charges for optional attendance as a spectator at a school or district sponsored activity (Hartzell, 35 Cal.3d 899, 911, fn. 14).
- Charges for food subject to free and reduced price meal program (EC §§ 38082 and 38084).
- Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced, or otherwise injured up to \$10,000 (EC §§ 19910-19911 and 48904).
- Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies (EC § 38119).



Permissible Fees

- Fees for school camp programs (EC § 35335).
 - No student can be denied the opportunity to participate due to non-payment of fee.
- District cost of materials for property the student has made in class for their personal use (EC § 17551).
- Actual cost of duplication of public or student records (EC § 49091.14).
- Deposits for band instruments, music, uniforms and other regalia taken on excursions to foreign countries (EC § 38120).
- Charges for eye safety devices not to exceed actual cost (EC § 32033).



Permissible Fees

- Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities (EC § 35330(b)).
 - No student can be denied the opportunity to participate due to a lack of sufficient funds.
 - Fund raise for group as a whole.
 - Fund raise assuming no one will have sufficient funds.
 - Coordinate efforts of community service groups to supply funds for pupils in need.
 - **Waiver process not allowed.**



Permissible Fees

- Charges for medical and accident insurance for athletic team members, as long as there is a waiver for financial hardship (EC § 32221).
- Transportation to places of summer employment (EC § 39837).
- Transportation to and from school, and between school and RO(C)(P) or classes (EC § 39807.5).
 - Must have waiver provision based on financial need.
 - **Does not allow for charging of athletes to events.**
- Waiver's
 - Can request proof of eligibility.
 - Follow Federal guidelines chart for Free and Reduced Meals.



Permissible Fees

- Physical Education Clothes
 - Can have standardized physical education attire of a particular color and design.
 - School may not mandate that the attire be purchased from the school.
 - “No grade of a pupil participating in a physical education class may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure...arises from circumstances beyond the control of the pupil” (EC § 49066).



Permissible Actions

- Fundraising and Donations.
 - As long as it is not required for participation.
- Donations must be completely voluntary.
- Donation or “begging” letters.
 - Do not include “set” donation amount.
- Can state total cost to run program each year.
 - Do not include cost per individual – implies a cost for the student to participate.
- Request for team sponsors.



Non-Permissible Fees

- California public and charter schools cannot charge students a fee to participate in any curricular or extracurricular activity.
- This includes
 - **Security deposits** for locks, lockers, uniforms, and instruments;
 - **Participation fees** for classes, athletic programs, and clubs; and,
 - **Instructional supplies** – “No school official shall require any pupil, except pupils in classes for adults, to purchase instructional material for the pupils’ use in the school” (EC 60070).
 - EC 60010 defines instructional supplies and basic instructional materials.



Non-Permissible Actions

- Mandating fees, donations, or requiring students to fundraise as a condition for participation.
 - Cannot set fundraising quota.
 - Must be voluntary.
- “Punishing,” or singling out students due to lack of funds or fundraising participation.
- Stating a required “donation” amount.
 - Indicating set donation is “not required” does not make inclusion allowable.
- Tracking individual fundraising activity in individual accounts.
 - Fundraising must be done for the group as a whole.



Non-Permissible Actions

- Stay away from “individual” references in letters/flyers.
- CANNOT have “opportunity” drawings or raffles.
 - Only 501(c)(3).
 - Must be registered to do so with the State.
- CANNOT require uniform purchase.
 - Uniforms must be supplied.
 - Cheer & Band included.



FAQ #1

- Question: Can we require students to supply spiral notebooks, 3-ring binders, notebook paper, highlighters, pens, pencils, colored pencils, and sticky notes?
- Answer: NO. These are basic instructional supplies and must be provided. However, a teacher can have a list of recommended supplies such as highlighters, 3-ring binders, etc. At no time can a grade be attached to student instructional supplies. If so, it must be provided (e.g. a separate spiral notebook for Biology class that will be reviewed and graded on a weekly basis).



FAQ #2

- Question: May a school charge fees for uniforms for team sports?
- Answer: NO. The uniform is a required item and must be provided free of charge to the student member. This includes swim suits, band, and cheer uniforms. Students are allowed to purchase their own uniforms if they wish to keep them, but purchasing a uniform cannot be a requirement for participation on the team. This must be made very clear.



FAQ #3

- Question: Can we charge for cleaning uniforms?
- Answer: No, that is considered reconditioning and must be the responsibility of whomever supplies the uniform.



FAQ #4

- Question: Are schools allowed to sell Spirit Packs?
- Answer: Yes, Spirit Packs may be sold. However, students cannot be required to purchase one in order to participate in a sport. Any required items must be provided free of charge to the student member.



FAQ #5

- Question: Can we charge students athletes for insurance, if they do not have their own?
- Answer: Yes, you can charge for insurance, but there must be a waiver process in place to provide the insurance, if the student cannot afford it(EC 32221).



FAQ #6

- Question: May students be required to pay dues for student clubs that are part of national organizations?
- Answer: No, not as a condition of membership in a student club at the school level. If the school is part of a national organization that collects dues, the students should be advised to pay the national organization directly. However, membership in the national organization cannot be a requirement for membership in the school club.



FAQ #7

- Question: May a school accept donations from parents and guardians?
- Answer: Yes, as long as the donation is strictly voluntary and is not a requirement for participation in the program or activity. Any statement or explanation that would lead a reasonable person to believe that the donation is required or is really not voluntary must be avoided. Also avoid individual cost per student references. This implies there is a cost per student to participate.



FAQ #8

- Question: Are schools allowed to fundraise?
- Answer: YES. School districts, schools, and programs are allowed to participate in fundraising activities. However, participation in the activity must be strictly voluntary and in no way may a student be excluded from participation on a team or club or punished for not participating in the fundraising activity. Also, no quotas may be established for the fundraising activity (e.g. you must sell 50 coupon books).



OTHER ORGANIZATIONS



Informal Support Groups

- Interested parents and others who form for student support during the season of a particular sport or activity.
- Provide refreshments for coaches/players.
- Organize food, decorations or awards, etc. for end-of-season celebrations.
- Provide general support during games or activities.
- Are not a separate entity with a tax ID.
- May assist with ASB club activities and fundraising.



Booster Clubs/Parent Organizations

- Separate entity with a separate tax ID from school districts with which they are associated.
- Not governed by the Education Code.
- Composed of parents and other community members.
- Conduct activities and fundraising events involving the primary participation of adults.
 - Those that involve the primary participation of students should be conducted through the ASB.
- A clear separation of responsibilities from the ASB must be maintained.
 - Booster or parent funds cannot be co-mingled with ASB funds.



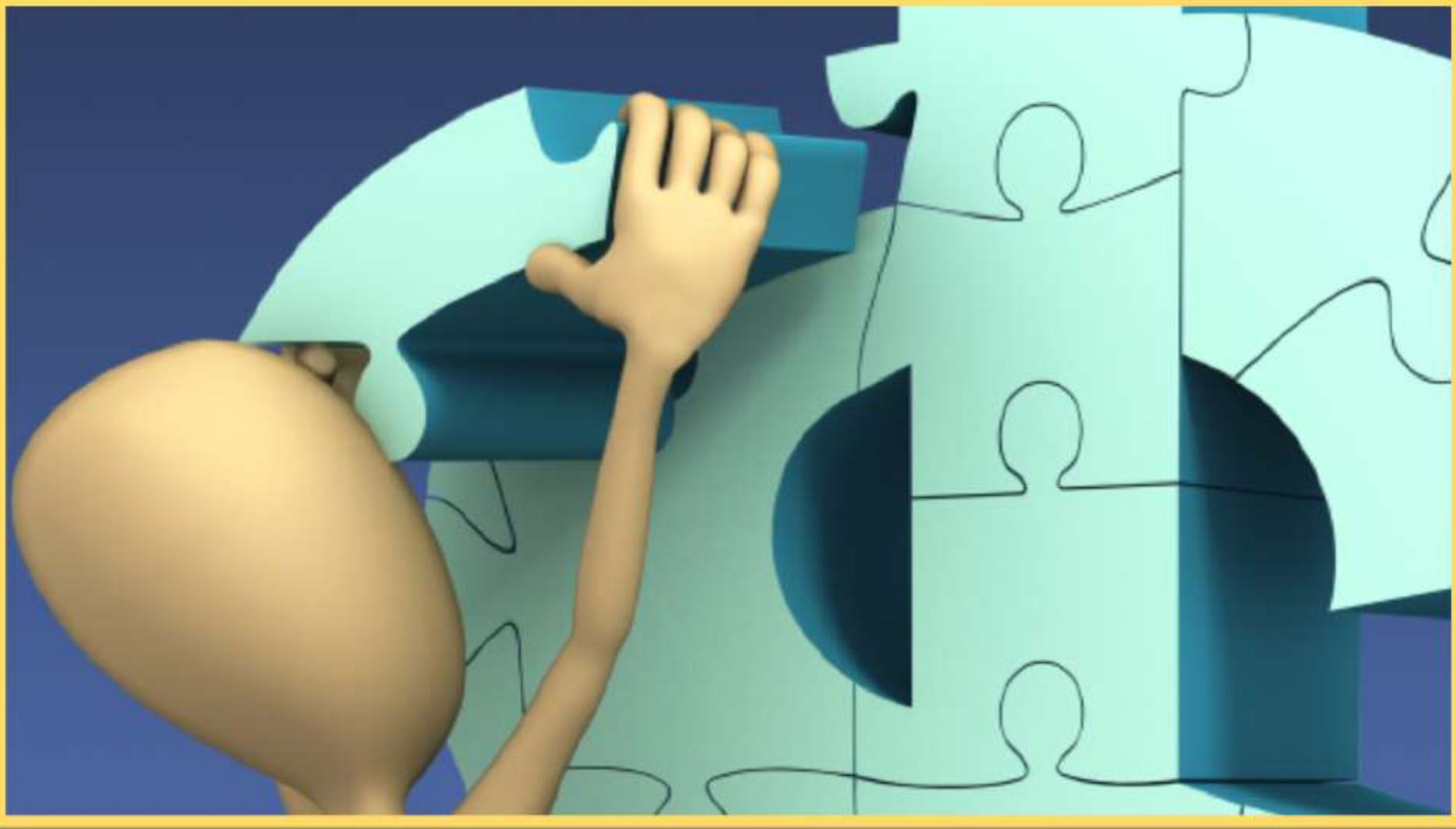
Booster Clubs

- Booster clubs may be formed to promote the school program or to compliment a particular student group or activity.
- Contribute money to a club, sports team or other organization.
- Even though a booster club works very closely with the school and/or District, it is a separate entity.
- The Advisor or Coach of a student group serves as the liaison between the booster club and the District, under the supervision of the principal.



Booster Clubs

- The booster club decides the type and amount of assistance they will provide.
- The booster club does not have the authority to decide the activities or trips in which the student group will participate.
- The parents and the booster club may provide suggestions about particular activities; however, the advisor or coach has the final decision.
- Funds raised are donated to the ASB club for the purchase of supplies, equipment, uniforms, trips or other activities.
- **Booster Club Operating Manual.**



Questions?