

## **Student Activity FAQs**

*How long does the school have to keep the receipts, class rosters and activity reports?*

Per the Arizona State Library, Archives and Public Records, cash receipts, deposit records, daily cash receipt summaries and change fund receipts must be retained for 10 years after the fiscal year in which it was created or received.

*How do I pay for a custodian who works at a school dance sponsored by Student Council?*

If the student led event happens outside of the time that custodians are on campus, and schools need to pay for the custodial services (i.e., after 8:30pm on school days) then the schools go through 'use of facilities' or 'ABM' to pay the custodial and can use the Student Activity Fund with signed minutes approving the expense. If you need assistance with this, please contact Community Education.

*How do I pay for an SRO who works at a school dance sponsored by Student Council?*

The Student Club will need to approve the expense and have it recorded and signed off through the minutes. These minutes will then be submitted with a purchase requisition issued to the City of Tempe, Phoenix or Chandler for the quoted hourly rate for the officer.

*Can the Club buy an appreciation gift for the Sponsor?*

No. Gifts or the appearance of gifts are not allowed to be purchased.

*Student Council is sponsoring a dance and has hired a D.J. Can the D.J. be paid cash from the dance proceeds after the dance?*

No. Cash disbursements are not allowed. A purchase order requisition must be submitted with signed Student Council minutes authorizing the expense. Services may be obtained with an approved purchase order.

*Can the Student Council donate money to a charity?*

Yes with signed minutes and an approved purchase order. Money received cannot be donated directly to a charity or individual. Clubs may also ask for non-monetary donations for charities, such as toy drives, clothing drives, etc.

*Can we do a "Penny or Change Drive"?*

Because receipts must be issued for all monies received, these are strongly discouraged.

*One of our clubs sells pencils as a fundraiser. Do we have to issue receipts for each pencil sold?*

Yes. The easiest way to issue receipts in this case is to use pre-numbered tickets. Students would pay for the ticket / pencil. The beginning and ending number of the tickets must be recorded with the number of tickets sold, cost per ticket, date of event, etc. as noted on the Activity Report – Ticket Sales form.

*How do we issue receipts for dance admission and soda and candy sold at a dance?*

Pre-numbered tickets may be sold and then exchanged for admission and refreshments. The Activity Report – Ticket Sales form will document all necessary information for receipt.