

Colorado River Union High School District
Student Clubs /Activities &
Fundraising Handbook



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Introduction

The Colorado River Union High School District believes that a dynamic program of student activities is vital to the educational development of the student. The district offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their total school program. Club and class experiences are designed to help satisfy the recreational, social, and extended academic needs and interests of all students.

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests, talents, and leadership opportunities in athletics, fine arts, and academic-related areas. Participation in these activities should provide students with a lifetime basis for personal values for work and leisure activities.

The district believes that the opportunity for participation in a wide variety of student-selected activities is a vital part of the students' educational experience. Such participation is a privilege that carries with it responsibilities to the school, activity, student body, community, and students themselves.

The purpose of this manual is to provide guidelines and procedures for the operation and management of student activities. All sponsors will be held accountable for the contents of this manual.

Being an Effective Sponsor

Being an effective sponsor carries a great deal of responsibility. Many students do not yet understand how to effectively organize and run a club. A sponsor will teach them how to be responsible while giving them the opportunity to make decisions and chart the course of the organization.

It is very important that District and school policies and procedures be followed in all the activities, which take place throughout the year. At times, the activity program will create an inconvenience for the classroom teacher. In order to keep this inconvenience to a minimum, and to continue receiving the support of the faculty and administration, organization is imperative. It is important that you read this handbook carefully and make certain that you and your fellow members are familiar with District guidelines.

Your assistance in providing students with the opportunity to participate in extra-curricular activities is appreciated; this provides students with another area for growth. It also provides you with the opportunity to provide a leadership-training program to the club officers and members.

The expectation of each sponsor is to communicate with the Student Activities Assistant Principal/Athletic Director (AD), or site administrator designated by the principal, in a timely manner regarding events, fundraisers, and activities.

The following tips may be helpful:

- Encourage participation and leadership on the part of all members.
- Always be there to assist in, but not to dominate, the meetings and activities.
- Keep in mind that some of the greatest benefits for the students will come when they themselves assume the responsibility for student activities.
- Do what you can to help plan and schedule meaningful meetings and activities. Having nothing to do or doing something that is not perceived as worthwhile will quickly turn students away.
- Be sure to have a plan to communicate meetings and activities with club members.
- Be ENTHUSIASTIC about the club or organization you are sponsoring! If you are enthusiastic, students will also be enthusiastic.
- Show members that you are interested in them individually, as well as in the group collectively.
- Become familiar with the rules and procedures listed in this handbook, as well as the constitution and by-laws of the club you are sponsoring.
- Be supportive of other clubs and school activities.
- Remember that the setup, cleanup and after-action steps are as important to the activity as the actual activity.
- There should be no alcohol, tobacco, or other inappropriate substances at any school activity, whether on or off campus. This includes consumption by adults at an event.

Good luck and we are appreciative of all that you do.

Duties of Club Sponsors

Teachers and staff are asked to help sponsor student clubs as a regular part of their professional concern for students. This sponsorship is with the understanding that:

1. The site administration will conduct a mandatory sponsor training that the sponsor must attend and turn in a completed Student Activities Handbook Signature page before the club may begin meeting with the sponsor. This training will include a review of this handbook, purchasing procedures, and an explanation of all forms.
2. By September 1st, sponsors must provide a copy of the club constitution to the school leader responsible for clubs activities and/or their Administrative Assistant. That copy will be provided to the administration for their files. The sponsor must also show the school leader and/or Administrative Assistant their notebook/binder as further explained on [CLUBS – TEAMS Starting the New School Year](#). At the end of every school year, the notebook/binder will be returned to the school leader and/or Administrative Assistant as part of the check out process.
3. The number of club meetings should be limited. School affiliated clubs should normally meet not more than once a week.
4. Nighttime meetings should be limited. Exceptions must be approved by site administration.
5. Plans for social events, dances and other activities should be limited to an appropriate and reasonable expense.
6. Activities and fundraisers are carefully monitored by Student Government/Council (StuCo) and the school administration, or other site administration as designated by the site principal. The official school calendar is kept in the site administration office as designated by the principal. Any club, class, or student organization which plans to schedule an activity, should check the calendar for available dates. All fundraising projects, on or off the campus, by the student club or organization must be pre-approved through StuCo and the administration, as designated by the principal. Request for Activity/Fundraiser forms must be submitted to StuCo at least three (3) weeks prior to the event for approval.
7. To remain compliant with Federal free/reduced meal policies, food sales of any kind will be limited during the school day, which is defined as midnight before to 30 minutes after the end of the instructional day according to the Arizona Department of Education (ADE) Smart Snacks program. The Superintendent's Memo regarding food sales during the school day should be followed.
8. The club sponsor(s), or sponsor substitute, must be present at each official meeting and at all club activities/fundraisers. Sponsors are responsible for supervising students until they leave the event.
9. The sponsor(s) from any school club desiring to take a field trip will need to make necessary arrangements with the Athletics Office. See the Travel Request Process for details.
10. Student clubs are prohibited from participating in any events, activities, etc., that are in violation of Arizona Interscholastic Association (AIA) or Conference rules and the rules of the district.
11. Extra-curricular activities will be encouraged when and where they provide worthwhile objectives.
12. Sponsors are responsible for ensuring accurate record keeping and the adherence to all school and District policies and procedures.

CLUB - TEAMS

Starting the New School Year

Follow these steps **IN ORDER** to start off the school year.

1. Set up your Club - Team NOTEBOOK:

- a. REQUIRED SECTIONS in the Notebook
 - i. Constitution
 - ii. Agendas/Minutes
 - iii. Sign-In Sheets
 - iv. Purchase Orders
 - v. Invoices/Receipts

2. Have your first Club - Team meeting of the year. (EVEN IF YOU ARE OUT OF SEASON)

- a. Amend your constitution:
 - i. New dates -for a new school year
 - ii. New officers - Names and Positions of Officers
 - iii. Sponsor - Name of Club Sponsor
- b. 1 set of Minutes with the following motions to approve:
Make a separate **motion** for each of these agenda items:
 - i. *"Approve the 2024-2025 Constitution as amended."*
 - ii. *"Approve payment of Food Handlers cards for Club Sponsor and Officers"* (if needed)
- c. Have a **STUDENT** complete the **MINUTES FORM** with all appropriate signatures.
- d. Have **ALL STUDENTS** attending the meeting sign-in on the meeting **SIGN-IN FORM.**

3. Bring the Notebook, Minutes, Sign-In sheet and a printed copy of the Constitution to your Administrative Assistant-Athletics

(Remember: always keep a copy of **everything** for your notebook)

Starting a New Club

Chartering a New Club

Policies and Standards

The CRUHSD Governing Board recognizes the value of student participation in student organizations and activities that provide educational, recreational, and social opportunities. School administration is responsible for all such organizations and activities to determine that they conform to the policies and procedures of the District. All school-chartered clubs will have a faculty sponsor assigned by the school administration.

Organization of a School Club

Student clubs and organizations may be formed in District schools and operated under their direction when sufficient evidence would indicate the justification for such a club or organization. Each club or organization must have a minimum of three charter members, faculty sponsor and an approved constitution, a copy of which must be on file with the administration and StuCo. The site administrator designated by the principal must approve all organizations.

1. Secure a member of the certified staff as a club sponsor before any organizational meetings are scheduled.
2. Obtain a Club Charter application from the administration. Schedule an appointment with the AD to discuss the purpose of the club. Complete the application and return it to the AD.
3. Draft a constitution during the first few meetings of the organization, spelling out the club's purposes, membership activities, and operating procedures (see sample constitution). Submit the constitution to the site administration, which will be kept on file by them and StuCo.
4. The organization will receive appropriate recognition and will become a regular part of the total activity program once it is approved by StuCo and site administration.

Approval of School Clubs

School clubs are approved provided:

1. Sponsorship is by a member of the certified staff upon approval of the Student Activities Assistant Principal, Administration, and StuCo.
2. The clubs have open membership; i.e. published membership qualifications not based on sex, race, religion, or national origin.
3. Students who meet the membership qualifications and are interested will be automatically admitted to membership on a first-come, first-serve basis, subject only to numerical limitations.
4. Such clubs have worthwhile, education and social purposes, which provide for the desirable growth of students.
5. There is not already an outlet for students to reach the desired goals of the club.
6. They hold their regular meetings on the school campus and the faculty member must be present. A sponsor must be present at any event/program in which club, class or organization members are involved.
7. The activities of the club are not anti-social, unlawful or such that incense or outrage the public or could disrupt the learning environment.
8. The club complies with all other rules established by the local school and District.

Colorado River Union High School District
Club Charter Application

Name of Club or Organization _____

Club Sponsor (must be a district employee) _____

Charter Members (minimum of 3 students required)

Purpose Statement

Memberships

Number in Organization _____

Qualifications for membership

Organization

Officers Name	Position

Signature President of Organization _____ Date _____

Signature Club Sponsor _____ Date _____

Signature Stuco Representative _____ Date _____

Signature President of Organization _____ Date _____

The Constitution and By-Laws

All organizations need a committee to draft a constitution. The constitution should include:

1. A statement as to the purpose of the organization.
2. Qualifications for membership.
3. Process for electing and removing officers.
4. The procedures for amendments.

The StuCo must receive and approve the organization's constitution and list of officers.

All constitutions must be reviewed and revised, if necessary, on a yearly basis during a club meeting.

A copy of the current constitution must be filed with the StuCo, and administration no later than September 1st of each school year.

- A constitution is a written set of laws or governing principles of an organized political body. The constitution defines the limits of authority of the group and gives a sense of order and purpose for conducting business.
- Constitutions should be stated in simple terms, which are easily understood by students. They should be constructed to include only necessary items. They should be developed in cooperation with the school staff and student body. Amendment should be simple. A constitution must be studied regularly and adjusted to be vital, meaningful, and real.

Check List

Yes	No	A Suggested Form for a Constitution	
<input type="checkbox"/>	<input type="checkbox"/>	Article I	Statement of the name of the organization for which the constitution works.
<input type="checkbox"/>	<input type="checkbox"/>	Article II	The general purposes of the organization.
<input type="checkbox"/>	<input type="checkbox"/>	Article III	Powers vested in the organization. The right of veto by school administration.
<input type="checkbox"/>	<input type="checkbox"/>	Article IV	Definition of the membership of the organization.
<input type="checkbox"/>	<input type="checkbox"/>	Article V	Establishment of the time, methods and procedures of nomination and election.
<input type="checkbox"/>	<input type="checkbox"/>	Article VI	Frequency of meetings and provision for special sessions. [This may be omitted in the body of the constitution if included in the by-laws.]
<input type="checkbox"/>	<input type="checkbox"/>	Article VII	The duties and responsibilities of the organization as delegated by the school administration; the officers and members responsibilities; and committees, if not in the by-laws.
<input type="checkbox"/>	<input type="checkbox"/>	Article VIII	Method and procedures for ratification of the constitution.
<input type="checkbox"/>	<input type="checkbox"/>	Article IX	Provisions by which the constitution may be amended.
<p>By-laws are a series of laws or regulations made by an organized group for the purpose of managing its internal affairs and standardizing its meeting procedures.</p>			
		A Suggested Form for By-Laws	
<input type="checkbox"/>	<input type="checkbox"/>	Article I	The number of members needed to constitute a quorum.
<input type="checkbox"/>	<input type="checkbox"/>	Article II	Establishment of standing committees and provisions for the formation of special committees as the need arises.
<input type="checkbox"/>	<input type="checkbox"/>	Article III	Regulations for conducting club and class elections, if not included in the constitution itself.
<input type="checkbox"/>	<input type="checkbox"/>	Article IV	Procedure for filling an office that has been vacated during the school year.
<input type="checkbox"/>	<input type="checkbox"/>	Article V	Procedure for amending the by-laws.
<input type="checkbox"/>	<input type="checkbox"/>	Article VI	Definition of the rules of order for conducting business.

Many National organizations provide basic Constitutions online also for reference or use in starting a new chapter.

Club Management

Agenda and Minutes of the Meeting

A well-run meeting necessitates planning and an organized procedure. Basic parliamentary procedures should be followed when conducting a student club meeting. The following is an example of an agenda:

- Call to Order
- Roll Call
- Minutes of Previous Meeting – vote accepting minutes
- President’s Announcement
- Committee Reports
- Old Business
- New Business
- Adjournment

Holding Meetings

Club meetings must be open and available to all qualified members of a club. Please remember when scheduling meetings you may not:

- Take students out of class for meetings
- Schedule meetings at a time that keeps qualified members from attending
- Hold meetings off campus unless approved by administration
- Have a cost associated with attending meetings

Advertise all meetings at least one week prior to the meeting using the advertising channels available on your campus. The number of votes in the minutes must be reflected accurately based on the meeting attendance.

Students are to call the meeting to order, complete the club minutes, and are responsible for all record keeping.

Keeping a running account of financial transactions will not only be a double check on the iVisions system but will give the student club treasurer experience in bookkeeping and responsibility. The Sponsor should be aware of the record of money in the ledger and the current balance reflected within iVisions.

Use of the District approved [Club Minutes form](#) is required. For action items that include purchases, please remember to state the vendor, dollar amount approving, date of the fundraiser/travel and expiration date of the purchase order (PO) if applicable.

It is **REQUIRED** that a notebook or record book for minutes of meetings and current membership be kept by all clubs. A notebook would allow duplication, so that a copy of the minutes could be filed with the AD or with StuCo. Minutes are important for several reasons, but most importantly is having a record of group actions before funds are spent. For this reason, a copy of all minutes that discuss the use of funds must be attached to iVisions Requisitions.

Arizona State law requires school districts to follow specific records retention guidelines pertaining to student activities records. Although each document has a specific timeline for retention, in general, records are required to be kept for 5 years. Specific guidelines can be found at: <http://apps.azlibrary.gov/records/general.aspx>

Under View general schedules select Education K-12

Select Food Service/Student Activities/Auxiliary Operations

Managing Activities and Sales

Club Activity Requests

1. Check the official school calendar. Any student club or organization which plans to schedule an activity should check the calendar for available dates. This includes activities outside of the regular school day.
2. Request for Activity/Fundraiser forms will be available all year and must be provided to StuCo for approval at least three (3) weeks prior to the activity or fundraiser. These meetings will be open meetings and a faculty and student representative from all clubs with actionable items on the agenda should be present in order to offer clarification or mediation when needed.
3. Ensure the fundraiser is approved by site administration and included on the List of Allowable Governing Board Approved Student Activities Fund-Raising Events.
4. After StuCo and administration approves the request, it will be forwarded to site administration for review and placement on the school calendar.
5. Any off-campus venue used for club activities must have prior approval from the site Assistant Principal of Athletics to ensure that the location is appropriate for a high school event. Establishments that serve alcohol, promote tobacco use or other activities inappropriate for young adults are not acceptable for high school events.
6. If your activity involves school transportation, follow the Travel Request Process.
7. If your approved activity requires the use of any school facilities, please see your administration regarding the facilities request process (Facility Request processes may vary by site). Please remember that the condition of the facility after the event is the responsibility of the club/team. Pride in their campus and its appearance should be a guiding value of all students.
8. Games of chance such as raffles, drawings, or lotteries are NOT ALLOWED.
9. Use of the cafeteria kitchen or its equipment or supplies is NOT ALLOWED.
10. If your activity requires proof of CRUHSD insurance, submit your request to Mr. Sam Dell at SDell@cruhsd.org at least two (2) weeks prior to the deadline for providing proof of insurance.

FAILURE TO FOLLOW ACTIVITY/FUNDRAISER APPROVAL PROCEDURES WILL RESULT IN THE CANCELATION OF FUTURE CLUB EVENTS AND REMOVAL OF FACULTY SPONSOR.

Guidelines for Conducting Sales

There are three types of sales: candy, food, and non-food items. Candy and food sales are not permitted during the school day without approval from Food Services. The definition of “school day”, according to the ADE Smart Snacks program, is midnight before to 30 minutes after the end of the instructional day. It is necessary that each club sell only the item designated for their sale and adhere to the approved time frame of the sale.

- CANDY means candy bars, hard candy, gum, and suckers. (Candy items cannot be sold during the school day, which is defined as midnight before to 30 minutes after the end of the instructional day according to the ADE Smart Snacks program.)
- FOOD means any food item that is not included in the candy definition above. Examples are cookies, muffins, donuts, bagels, chips, drinks, and beef jerky. (Food items cannot be sold during the school day, which is defined as midnight before to 30 minutes after the end of the instructional day according to the ADE Smart Snacks program without variance approval from district food services.)
- NON-FOOD means any item that is not edible such as spirit items, note pads, flowers, friend-O-grams and articles of clothing.

Any sales that involve the opening of pre-packaged food or the preparation of food require that the workers have valid Food Handlers Cards and are supervised by a licensed ServSafe Certified employee or Food Services Manager. Items may only be prepared and sold in areas that are permitted for concessions. The site administration should ensure that concession areas are annually permitted, but the club sponsor is responsible for ensuring that all workers handling food are properly certified.

To take the food handlers card test visit:

<https://www.statefoodsafety.com/>

The cost is \$10.00 for the 1-hour video and test. Must have the ability to print certificate after test is passed. Must be ANSI certified program.

Do's and Don'ts for Conducting Sales

- No two sales of the same type will be approved at the same time to eliminate competition.
- Be cautious about fundraising activities. Always be certain that the entire organization is committed to undertaking the project. In addition, be certain that you are dealing with a reputable vendor.
- For safety reasons, door-to-door sales are not recommended.
- Students are not allowed to commit the club to sales unless it has been fully approved by the club, sponsor, AD, and StuCo. **A PO must be established.**

- **DO NOT** order any goods or receive services without going through the appropriate procedures and obtaining a PO prior to committing to the order.
- It is required that students be involved in the planning of fundraising activities and their planned expenditures. In addition, monies raised during the school year should go to benefit the students who are raising the funds – there should be a maximum amount of \$1,500 carry over funds rolling from school year to school year in a club account.
- Funds from cash and check, as well as credit card revenue are typically made available on a weekly basis. Funds are posted based on reconciliation that is completed through the districts bank.
- Fundraising activities should be scheduled accordingly to ensure that funds will be received and posted in sufficient time to pay for the activity that the fundraiser is supporting.

SUFFICIENT FUNDING MUST BE SECURED BEFORE COMMITTING TO THE PURCHASE OF ANY ITEM(S). FAILURE TO HAVE A VALID PO BEFORE ORDERING GOODS AND/OR SERVICES MAY CAUSE THE SPONSOR TO PERSONALLY PAY FOR ITEMS THAT WERE ORDERED BEFORE THE PO WAS AUTHORIZED.

Memo

From: Superintendent's Office

Date: 9-11-22

Re: Food Sales and Fundraisers during the school day

The following memorandum describing expectations to CRUHSD site administrators regarding the sale of food products on campus during the school day is based on the Code of Federal Regulations, Title 7, § 210.11 competitive food service and standards, and feedback from an audit review conducted in April of 2022.

To ensure compliance with state and federal regulations, create an environment of equity for students, and increase academic rigor; frequent competitive food sales will not be allowed on CRUHSD campuses. In a review of communications between CRUHSD and the Arizona Department of Education regarding this topic, there was no evidence of special waivers or variances being granted to the district that would alleviate us from the federal regulations. The ban on competitive food sales includes all food and drink sales sans bottled water from all vending machines. Vending machines that sell anything other than bottled water are to be removed from campus within 10 days of receipt of this memo.

One area of significant consideration that was balanced in making this decision was the opportunity for students who are participating in a Career & Technical Education program (such as Culinary or Business Marketing) to meet curriculum standards by selling food products to students during the school day. Selling food products to a fixed population in a closed area such as a high school campus, where there is little to no competition from other businesses, is a less academically rigorous challenge for students than selling off campus in a public setting such as a farmers market, a county fair, or another local venue where the potential for more competition exists. Selling in such an environment would also provide students with an opportunity to learn about local city ordinances and permits required to vend in certain areas. As an example, it is likely that with proper planning and advertising, a student group could raise significantly more money in a shorter period of time selling products off campus on the shorelines of the Colorado River than they would in front of the school cafeteria.

Consideration should be given to the fact that over 50% of our students are below the federal poverty line and may not be able to purchase these foods on a regular basis while other students will be able to make these purchases with regularity. Such a scenario draws attention to and amplifies the gap between the “haves” and the “have nots” at our schools.

Fundraisers involving prepackaged food items such as candy bars, popcorn, frozen cookie dough, and other food products, may be sold on campus within strict guidelines. Such fundraisers should be:

A) Pre-approved by the student council and the site principal.

B) Approved via a food sales variance applied for via the district office.

C) Scheduled with the student council so as not to conflict with any other pre-approved fundraiser.

D) Scheduled to be operated for no more than 4 school weeks.

The office of the superintendent understands and agrees that it would be significantly easier to provide students with a “real world” learning experience and to fundraise by selling snacks and other foods on campus in competition with the federal school lunch program. Unfortunately, doing so places the district in a position of not being compliant with federal regulations and, as described above, creates issues around academic rigor and equity.

In conclusion, as long as CRUHSD are participants in the federal meals program, the guidelines and expectations outlined above are expected to be enforced by the site principals on all of our campuses.

Finally, as we transition to a Professional Learning Community our budget and financial priorities will begin to shift over time. Hopefully, this will create an atmosphere where the burden to fundraise will be minimized as our district budget increasingly aligns with our philosophy of Achievement for All.

Sincerely,

Dr. Tim Richard, Superintendent of Schools

Colorado River Union High School District

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Check List for Sales

1. Ensure that the fundraiser is an allowable District approved fundraising event and that it has been site approved and placed on the fundraising calendar prior to the date of the event. Violation of this process, as well as others, will result in specific consequences. In this case, a penalty fee will be assessed to the organization found in violation.
2. Complete all necessary purchasing requirements.
3. Advertise the sale.
4. Set up strict accounting and inventory procedures for each sale. This is for the protection of the students, as well as the sponsor. If you will be charging students for lost/unreturned items, you must have an agreement with each student and parent/guardian(s) signature stating responsibility and acknowledgment of this prior to items being checked out.
5. Count and deposit money, intact daily, with the site administration along with completing the [Sales Report](#).
6. Money collected should never be given directly to a vendor. Purchase orders need to be issued prior to vendors being paid. Vendors are to be paid by the district.
7. If a cash box is necessary, arrange with the school administration at least three (3) days in advance with the completion of the [Financial Requisition \(Cash Box Request\) form](#). Cash boxes with requested startup funds will only be given if the club has an available balance to cover the dollar amount requested. The cash box will be available and ready for pick up on the day of the activity. Students should not be in possession of a cash box without District employee supervision.
 - All money collected should be turned into the administration on a daily basis. Money should not be stored in your desk, filing cabinet, vehicle, home, or any other location. Students should also turn in their money daily to the club sponsor and not leave it in their locker/backpack.
 - Payments made with check must include the check writer's name, physical address, phone number and the check must be commercially printed (no starter checks) to aid in collecting payment if the check is returned for any reason.
8. No private bank accounts, Venmo, Square or any other electronic banking methods are to be used for any student activities/clubs. Monies are to be received through the school.

YOU ARE ULTIMATELY RESPONSIBLE FOR THE MONEY!

9. Colorado River Union High School District utilizes digital ticketing via GoFan for events that require tickets. However, circumstances may require physical tickets to be utilized. The use of physical tickets must be approved by the Athletic Director/administration. Events where tickets are being sold: Tickets must be pre-numbered and a [Ticket Sales Report](#) showing the number of tickets sold must be included with the deposit of funds raised. A roll of tickets must be checked out from the bookstore and returned immediately upon completion of the event. Do not use a roll of tickets that have not been issued by the bookstore. Each site administrator reserves the right to only allow sales to events via GoFan and they should clearly communicate and advertise this procedure.
10. Keep accurate records.
11. **Completion of the Request for Approval of Gift/Donation form is required for gifts and donations of any amount.** All gifts and donations, regardless of dollar amount or value, require Governing Board approval prior to use of those funds/goods. The gift and donation value will be recorded within the Gift and Donation fund restricted to the student club or activity as indicated on the [Request for Approval of Gift/Donation Form](#).

These funds are held in a separate account. Not the Student Activities account. In order to access Gift and Donation funds, the students and club sponsor will work with the principal's administrative assistant to utilize funds. Please submit all completed Request for Approval of Gift/Donation forms along with any monetary donation to your Principal's Administrative Assistant.

Failure to follow any of the above procedures may result in the loss of fundraising privileges.

List of Allowable District Approved Student Activities Fund-Raising Events

- Sell of yearbooks
- Ticket Sales (Prenumbered and set cost(s))
 - Dances/Prom
 - Performance/Concert
 - Talent Show
 - Lip Sync Battle
 - End of Year Events , Senior Experience, etc.)
 - Movie Nights
 - Etc.
- Various products such as, but not limited to, the following:
 - Bracelets
 - Cell Phone accessories
 - Stickers
 - Buttons
 - Cups/Tumblers
 - Sports Bottles
 - Flip flops
 - Candles
 - Apparel
 - Flowers
 - Etc.
- Discount Cards/Coupon Books
- Fair Share
- School Spirit Apparel/Accessories
 - on site, via order form or via the vendor's online store
 - Face painting, glow sticks, foam fingers, etc.
 - Senior Apparel
- Camps/Clinics
- Tournaments
- Staff Jean Day
- Extracurricular Field Trip (not to exceed the actual cost of the trip)
- "Gram's" (nonfood items unless otherwise approved by Director of Food Services)
 - Valentine Grams
 - Boo Grams
 - Christmas Grams
 - Shout Out's
 - Song Dedications
 - Etc.
- Door Decorating/Poster Contest
- Silent Auctions
- Sports Physicals
- "A-thons"
 - Serve-A-thon
 - Hit-A-thon
 - 3 Point Contest
 - Pick Up Game Ex. teachers vs city police
 - Etc.
- 1 – 100 Fundraiser
- Car Washes (Prenumbered Ticket and set cost(s))

- CTE related services such as, but not limited to, Student Store, Photo Services (Photo Booth), Apparel, Catering, etc.
- Club Vendor Booth sales at school sanctioned events , Career Fairs, Trunk or Treat etc.)
 - Seasonal items (wrapping paper, ornaments, seasonal socks, etc.)
- Online Fundraisers
- Restaurant fundraisers/% of sales goes to club
Some examples are listed below but not limited to:
 - Peter Piper
 - Panda Express
 - Food trucks
 - Etc.
- Candy/Food Fundraisers (not during the school day. School day is defined as midnight to 30 minutes after the last school bell rings.)
Some examples are listed below but not limited to:
 - Concessions
 - Water bottles
 - Cookie Dough
 - Popcorn
 - Candy bar
 - Donuts
 - Catering
 - Student Bistro
 - Staff only catering (can be during the school day) Ex. Breakfast burritos, coffee.
 - Etc.

If a fundraising event does not fall under one of the allowable District approved activities listed above and is “unique”, it will need to be submitted to the Superintendent for prior approval after the Request for Activity/Fundraiser form has been approved by site StuCo and administration.

No student club event is allowed to include any raffles, bingo or other forms of gambling or games of chance as they are not legal events for student clubs.

Request for Activity/Fundraiser forms must be completed entirely, including a detailed description of the fundraiser.

Poster and Sign Guidelines

1. Only school approved organizations may advertise with posters and signs on campus.
2. Posters and signs require pre-approval by sponsors or coaches and must be signed off by site administration. A copy of the poster/sign must be retained with the club sponsor or coach.
3. All posters and signs must be checked for accuracy and be appropriate for your campus.

Wording, statements, and drawings that are obscene and inappropriate, are not allowed. Sponsors/Coaches are responsible for approval of all posters and signs associated with their club or group.

PLEASE USE **BLUE TAPE** AND NOT SCOTCH OR MASKING TAPE ON THE FOLLOWING:

WINDOWS DOORS PAINTED SURFACES

4. The sponsoring club should furnish all supplies such as paper, pens, crayons, tape etc.
5. All signs, posters, and adhesive materials must be taken down immediately following the event. Signage will be monitored on the campus and violations will be reported to site administration.
6. Some after-school activities require the display of Student ID cards for admittance. Be sure such requirements are clearly outlined on the posters/signs.
7. Activities that have specific dress codes or other guidelines must be clearly outlined on all posters/signs.
8. Activity costs must be clearly outlined on all posters/signs.

These guidelines provide an orderly procedure for advertising school events and assist in the maintaining of school facilities.

See your site administration for additional advertising guidelines.

Student Activity Funds

Introduction

Student Activities funds are governed by the Arizona Revised Statutes (A.R.S.) and the Uniform System of Financial Records (USFR). The policies outlined in this handbook are in accordance with the laws of Arizona and other guiding practices outlined by Attorney General Opinions, Office of the Auditor General, or legal and/or auditor guidance.

It is critical that as a club sponsor or coach, you understand that you are responsible for abiding by practices that meet District and school policy. Operating outside these policies may result in criminal action.

WHEN IN DOUBT – ASK

General Questions/Guidance Mr. Sam Dell, Sdell@cruhsd.org

Purchasing/Vendor Liaison Mr. Sam Dell, Sdell@cruhsd.org

Account Information/Guidance Dean / Assistant

Principal Policy Questions Site Principal

It is the responsibility of each club to be able to account for and balance all financial transactions. The District Office is allowed one bank account for all student funds so the records you keep allow for internal auditing of that account. Additionally, the District Office is required to show the Governing Board a report of all activity. Any questions specific to expenditures or receipts will be directed to the sponsor/coach of the organization initiating those actions. The club/activity records must be available at the request of school/District officials.

Funds from cash and check and credit card revenue typically are made available on a weekly basis. Funds are posted based on reconciliation that is completed through the districts bank, Wells Fargo. Fundraising activities should be scheduled accordingly to ensure that funds will be received and posted in sufficient time to pay for the activity that the fundraiser is supporting.

General Policy

1. **Monies are to be expended in a manner beneficial to those students currently in school.** Students must actively participate in the management of funds. Carry over funds are allowed for a specific purpose outlined in writing before funds are raised. There may not be continual carry over due to over-fundraising.
2. Student Activity funds are raised by students, spent by students, and benefit the students.
3. The club must approve disbursements.
4. Funds raised through the efforts of students must be deposited and recorded as Student Activity funds.
5. Money should be deposited intact daily to the site administration for secured transport to the bank.
6. Capital items purchased by a student club must be donated to the district following the District Gift and Donation policy. Refer to the Forms section for the Request for Approval of Gift/Donation form. The Request for Approval of Gift/Donation form must be attached to the requisition for the items being donated and the original form sent to Michelle Bemelman at the District Office. Donations must receive Governing Board approval before acceptance and use.
7. The student council and each student club must have a sponsor that is an employee of the district and approved by the school Principal.
8. For insurance purposes, only employees of the district should assist students in handling cash.
9. Students shall not be pulled from instructional time to conduct business for club activities without Principal's approval.
10. Student Activities monies will not be used to defray any normal District expenses.
11. Sufficient funds must be available before a PO is issued.
12. A contract for outside services should be prepared outlining the services being provided and the agreed upon fees. Governing Board policy stipulates that the Superintendent or the Superintendent's designee have the authority to sign contracts on behalf of the district/school. The Superintendent's designee is the site principal. A copy of the contract must be attached to the purchase requisition prior to the creation of the PO.
13. Purchases made without a PO and proper authorization are considered unauthorized. The district takes no responsibility for paying unauthorized debts. The individual who committed to the purchase will be held personally responsible.

A PO must be generated BEFORE goods or services are ordered or committed.

Working with Vendors

Always ask if the vendor will take a purchase order – this is the district’s commitment to pay. There are few cases where you cannot find a vendor that will accept a PO. It is your responsibility to ask and be aware of those vendors.

The general order of purchasing:

1. Find a vendor that accepts a PO
2. Get a quote for a price from the vendor
3. Submit a Purchase Requisition for the cost of the quote (outline the goods/services on the requisition)
4. A PO will be generated and sent to vendor by Purchasing Department
5. Turn in invoices, receiving copy of PO, packing slip (if applicable) to the Bookstore Manager with the OK to Pay, Signature and date, so that the PO can be paid and closed.

Notes:

- You may only purchase the items on the Purchase Order – no substitutions are allowed. If substitutions are necessary, a PO revision is required prior to purchase.
- You may not pay the vendor before the goods/services are received – this means no ‘check in hand’. There are few exceptions to this, check with the District Office if you feel you have a special circumstance.
- If the vendor is an employee of the District, a Governing Board member of the district, or a relative of an employee or Governing Board member, a Conflict of Interest form must be on file with the Purchasing Department before placing an order with this vendor. There are additional requirements based on specific purchasing details, you will be directed by the Purchasing Department how to proceed in these cases.

Purchasing Ethics Policy

The District's Governing Board members and employees shall not use their offices or positions to receive any gifts or benefits.

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative.

Soliciting, accepting, or agreeing to accept any persona or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor. Offering, conferring, or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

A gift or benefit means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property.

A gift or benefit does not include food or beverage, expenses or sponsorships related to a special event (hosted by vendor) or function related to individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen.

Purchase Requisitions

- A purchase requisition is a request for a purchase order (PO). Until you receive the approved PO from Purchasing, purchases or commitments to purchase cannot be made.
- Purchase requisitions will be entered into the iVisions system once the coach/sponsor provides all required documents to the site bookstore manager by using the Student Activities Requisition Request Form. Ensure all accurate information is provided when submitted to avoid any delay in receiving a PO.
- Requisition requests will be processed on a first come, first served basis so please plan accordingly.
- If any further information or documents are needed, you will receive an email from your site administration . It is imperative you respond to their request timely so that they can proceed with entering your request.
- If a PO revision is needed, coach/sponsor will work with the bookstore manager to revise the current PO.

Authorizing Payment of a Purchase Order

- Once goods or services have been received, provide the invoice/packing slip to the bookstore manager with the following information on it.
 - Authorized users' signature (first and last name), date and "Okay to Pay".
- Provide the invoice/packing slip to your bookstore manager, who will submit it to the Accounts Payable department at the District office for payment to be processed.

After-the-Facts

An After-the-Fact purchase is an unauthorized commitment of District funds.

An After-the-Fact procurement occurs when:

- A PO was not issued prior to making a purchase.
- An invoice exceeds the amount stated on the purchase order; or
- Cumulative purchases exceed the not to exceed (NTE) dollar amount stated on an open PO.

An After-the-Fact purchase is a violation of,

- Arizona Revised Statutes
- Article 10 of the Arizona Administrative Code
- Uniform System of Financial Records for Arizona School Districts
- District Governing Board Policy

Each After-the-Fact poses a risk of a potential audit exception for the district

Consequences for the District

After-the-Fact purchases will result in delay of payment to the vendor while additional paperwork is prepared. You will be asked to provide an explanation of why the After-the-Fact occurred and describe

preventative steps that will be taken to avoid the After-the-Fact in the future. Your site administration will have to approve the After-the-Fact. Delayed payment may affect the district's ability to use that vendor in the future. Late payments can also have a negative effect on the district's credit rating.

Consequences for you...

The district could deny the After-The-Fact justification form and hold staff personally liable.

A.R.S 41-2616 Violation; classification; liability; civil penalty; enforcement authority is partially summarized below:

(A) A person who contracts for or purchases any material, services, construction, or construction services contrary to the rules is personally liable for the recovery of all public monies paid **plus twenty per cent** of such amount and legal interest from the date of payment and all costs and damages arising out of the violation.

(B) A person who intentionally or knowingly contracts for or purchases any material, services, construction, or construction services pursuant to a scheme or artifice to avoid the rules is guilty of a **class 4 felony**.

The district could impose disciplinary action, up to and including termination of employment.

A PO is a Contract:

The Purchase Order signed and issued by the Purchasing Department is the legal contract between the vendor and the district. A requisition is a request for purchase. The purchase may not be made until a PO has been issued.

The Purchase Order contains specific terms and conditions which protect the district and the vendor during and after the purchase. Separate vendor contracts, approved by the district, may also be included with the Purchase Order to constitute a contract.

Fieldhouse Usage by School Sites Responsibility Checklist

The chart below outlines which party is responsible for which tasks associated with site usage of the Fieldhouse. Principals should coordinate flex time and or overtime for essential personnel required to carry out the responsibilities listed below.

School Site	Fieldhouse Staff
Gate workers / Ticket Sales	Field Set up
Security / Crowd Control	Field Break down
Custodial	Water
Admin Presence (Minimum 1)	Facility cleaned prior to event
Refs	Audio Visual
Announcer	
Time Clock worker	
Police Presence	
Concessions	
<u>If student involved fundraiser, copy of “Colorado River Union High School District #2 Request for Activity / Fundraiser” must be provided to Amber 24 hours prior to the event.</u>	

CUSTODIAL

The fieldhouse will be in a clean and orderly condition prior to the school site arriving for their event. Each site has a “day time custodian.” Principal’s should schedule this person to arrive “mid-game” (approximately 8:00PM for varsity football games) and plan to be here for at least 1 -2 hours after the game has ended. They will be expected to clean the bathrooms, locker rooms, trash, bleacher trash, concessions, sweep concourse, etc. Carmen will provide a 2nd custodian to help with these tasks.

*An option to consider is that a student club could make meeting minutes and agree to clean the bleachers and then invoice the Principal’s auxiliary account as a fundraiser.

The site Principal’s auxiliary account will be invoiced and money removed for any damage to property that occurs at the fieldhouse and for any manhours needed to clean. An Administrator should conduct a final facility walk thru with Amber after the building is cleared at the end of the event.

Forms

Meeting Agenda Format

Club: _____

Secretary: _____

President: _____

Sponsor(s): _____

1. Call to Order

Day: _____ TIME: _____

2. Number of Members: _____

3. Introduction of Guests:

4. Treasurers Report:

5. Approval of Minutes (written):

Amendments:

Yes:

No:

Abstain:

6. Committee Reports:

7. Old Business:

8. New Business:

9. Announcements:

Adjournment Time: _____

Colorado River Union High School District Student Activities Requisition Request Form

School Name _____

Club Name _____

Club Sponsor _____

Request for (check one) Purchase order

Check (applies to meal money only)

Vendor name _____

Address _____

Check list or required completed documentation

- If activity / fundraiser: ___ Request for Activity / fundraiser form
 ___ Club Meeting Minutes
 ___ Quote / Flyer

In addition: some of the following documents may be requested if applicable to the request:

- ___ New Vendor Packet
___ If Travel, Travel Request form
___ If After the Fact, After the Fact Form
___ Facilities Use form
___ If Goods & Services being donated to the district, Gift & Donation Form

Please review & initial the following statements:

___ As a club sponsor / coach I acknowledge that no merchandise or services have been received. If this is an 'after the fact' I acknowledge that I may be personally responsible for the cost.

___ As a club sponsor / coach I acknowledge that I am responsible for all receipts(and cash if applicable)

Club Sponsor Signature _____ Date _____

CLUB MEETING MINUTES FORM

SITE: ___ MHS ___ RVHS ___ Academy

MEMBERS MUST SIGN IN ON THIS FORM

Club Organization Name _____

Call to order by _____ at _____ (time)

Location of meeting _____ Date minutes approved _____

Approved Action (description, cost, vendor name, and vote count must be included)

Vote Yea ___ Vote Nay ___ abstain ___

Club Officer (print & sign) _____

Club Officer (print & sign) _____

Club Sponsor (print & Sign) _____ Date _____

Other club member in attendance, print name and initial below:

- | | | |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____ |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |



Colorado River Union High School District #2

Request for Activity/Fundraiser

Please Check One: Non-Food Related Activity/Fundraiser Food Related Activity/Fundraiser

Name of Club/Organization _____ Current Date: _____

Type of Activity/Fundraiser Desired: _____

Location of Activity/Fundraiser: _____ Time of Event: _____

Desired Date of Activity/Fundraiser: _____ Second Choice: _____

Detailed Description of Activity/Fundraiser: _____

Purpose of Fundraiser – Use of Profits: _____

Selling Price: _____ Expected Profit: _____

COMPLETE THIS SECTION ONLY IF YOU CHECKED FOOD RELATED ACTIVITY/FUNDRAISER ABOVE.

Number of event workers w/food handler cards at event: _____ Email food handler’s certificates to SLopez@CRUHSD.org.

POTENTIALLY HAZARDOUS FOOD REQUIRE A SERVS SAFE SIGNATURE.

ServSafe Certified Employee at event (signature): _____ Position: _____

Club Action

President’s Name (printed): _____ President’s Signature: _____

Sponsor’s Name (printed): _____ Sponsor’s Signature: _____

StuCo Action

Approved Disapproved

Approved Date for Activity: _____ Date of Action: _____

StuCo President Signature: _____

Reasoning of disapproval or changed date: _____

Administrative Action

Approved Disapproved

Approved Date for Activity: _____ Date of Action: _____

Administrator Signature: _____

Reasoning of disapproval or changed date: _____



Colorado River Union High School District #2

Financial Requisition

Cash Box Request

Bookstore must receive request at least 3 days prior to event.

Account: Athletic _____ Club _____

Date of Request: _____ Date Needed: _____

Request for: Cash Box Only Cash Tickets

Description of Activity/Fundraiser: _____

Denomination (Example \$.25, \$1.00, \$5.00, \$10.00)	Number of Coins/Bills Needed	Amount
		Total \$

Authorized Signatures

Club Treasurer

Date

Club Sponsor

Date

Administrator

Date



Colorado River Union High School District #2

Ticket Sales Report

DATE: _____
 EVENT: _____
 TICKET SELLER: _____

OPPONENT TEAM: _____
 LOCATION: _____

STAPLE FIRST STUDENT TICKET ON ROLL HERE

STUDENT TICKETS
LAST TICKET # SOLD: _____
FIRST TICKET #: _____
TOTAL SOLD: _____
PRICE: _____
RECEIPTS (A): _____

STAPLE LAST STUDENT TICKET ON ROLL HERE

STAPLE FIRST ADULT TICKET ON ROLL HERE

ADULT TICKETS
LAST TICKET # SOLD: _____
FIRST TICKET #: _____
TOTAL SOLD: _____
PRICE: _____
RECEIPTS (B): _____

STAPLE LAST ADULT TICKET ON ROLL HERE

DENOMINATION	AMOUNT ISSUED	AMOUNT RECEIVED
CHECKS		
TOTAL CHECKS:		
CURRENCY		
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
COIN		
DOLLARS	\$1.00	
HALVES	\$0.50	
QUARTERS	\$0.25	
DIMES	\$0.10	
NICKELS	\$ 0.05	
PENNIES	\$0.01	
TOTAL		
LESS CHANGE ISSUED		
NET COLLECTIONS ©		

TOTAL RECEIPTS (A+B) \$ _____
 NET COLLECTIONS \$ _____
 OVER/SHORT \$ _____

BEGINNING INITIAL FUNDS VERIFIED BY: _____
 ENDING TICKET SALES REPORT COMPLETED BY: _____
 DEPOSITS CONFIRMED BY: _____

COMMENTS: _____

Tickets and Change Fund Issued to:

 Club Officer/Sponsor Signature

 Date

Change Fund, Tickets, Cash Received By:

 Bookstore Manager or Designee

 Date

*Last Ticket on roll (stapled in designated area) is first unsold ticket.



Colorado River Union High School District #2

REQUEST FOR APPROVAL OF GIFT/DONATION

(CHECK ONE)

CRUHSD Academy District Mohave High School River Valley High School

DONATION DESCRIPTION

Check One: Check Cash Item

Item Description: _____

Donor Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Program (ex: Band, Choir): _____

Donation Value: \$_____ How Value Was Determined: _____

Donor Wish for Use of Funds or Items: _____

Donor Signature: _____ Date: _____

Administration Signature: _____ Date: _____

NOTE: A request for approval of gift and donation form is required for all gifts and donations.

ALL Gifts and Donations (actual or estimated value) must be approved by the CRUHSD Governing Board at a regularly scheduled governing board meeting. Please submit your request, signed by donor, to your site building Principal/Administrator. The building Principal/Administrator will submit all correspondence including a copy of this form and the funds to the Director of Financial Services for approval. The site will be notified when the funds are available. Submit the original form to the Superintendent's Administrative Assistant to be placed on the next governing board meeting Agenda.

COLORADO RIVER UNION HIGH SCHOOL DISTRICT #2

ACKNOWLEDGMENT OF AFTER-THE-FACT PURCHASE

Pursuant to Arizona School District Procurement Laws and District Policy, authorized Purchase Orders must be obtained before procuring any goods or services. Any action of ordering or receiving goods or services prior to obtaining an authorized Purchase Order constitutes an after-the-fact violation.

Explain in detail the following:

Requisition Number or Purchase Order Number: _____

Vendor Name: _____

Reason for purchase of goods or services: _____

Reason why an authorized Purchase Order was not obtained before purchase: _____

I, _____, acknowledge that I procured goods or services prior
(Print Name of Responsible Party)

to having an authorized Purchase Order in place, which is a violation of Arizona School District Procurement Laws and District policy.

Furthermore, I acknowledge and understand that:

- It is my responsibility to ensure that an authorized Purchase Order is in place prior to ordering goods or scheduling services.
- Ordering goods or scheduling services prior to receiving an authorized Purchase Order is a personal contract between me and the vendor.
- Future after-the-fact violations may result in personal payment by me for the goods and/or services obtained without a Purchase Order in place.

Signature of Responsible Party: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Attach completed form to Requisition



Colorado River Union High School District #2

Student Activities Handbook Signature Page

This page is to be completed by the employee and given to the Assistant Principal of Student Activities/Athletic Director (AD). The AD will maintain a copy and forward a signed copy of this Signature Page to the Budget Analyst at the District office. A copy should be provided to the employee for their records. Questions concerning information presented in the handbook should be submitted to the Budget Analyst.

I, _____, (**printed** employee name) hereby acknowledge that I understand how to access the Colorado River Union High School District #2 Student Activities Handbook located on the District shared drive. I also understand all District Policies are available in the Principal’s office or can be accessed on the CRUHSD.org website for review as needed.

I verify I can print a copy of this handbook if I desire a hard copy, or I may request a hard copy from my supervisor.

I understand it is my responsibility to familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand changes in the district policies may supersede, modify, or eliminate the information summarized in this handbook.

As the District provides updated policy or procedure information, I accept responsibility for reading and abiding by the changes.

I also accept responsibility for contacting my principal/supervisor if I have any question, concerns, or need further explanation of information presented in this handbook.

Signature: _____

Date: _____

Campus: _____

Club/Club#: _____

Team/Team #: _____

Club/Club#: _____

Team/Team #: _____

Club/Club#: _____

Team/Team #: _____

Club/Club#: _____

Team/Team #: _____

EXHIBIT B



COMMUNITY USE OF SCHOOL FACILITIES –
ANDERSON AUTO GROUP FIELDHOUSE
MEETING ROOM USE APPLICATION

Name of individual, group or organization requesting to use facility:

Phone: _____

Address: _____ E-Mail: _____

Name of individual Responsible for use: _____ Cell _____

Guest Attendance: _____ Number of Tables _____ Number of Chairs _____

Name of Caterer: _____ Contact Name: _____

Caterer Phone Number: __ (____) _____

Requested use area(s):

- Mtg Room #1, Mtg. Room #2, Mtg. Room #3, Mtg. Room #4, Concourse, Screens, Podium, Microphone

Other: _____

Set Up: Date: _____ Time: _____ to _____

Event: Date: _____ Time: _____ to _____

Tear Down: Date: _____ Time: _____ to _____

*All fees are payable in advance to:

Colorado River Union High School District No. 2
P.O. Box 21479,
Bullhead City, AZ. 86439.

EXHIBIT B



**COMMUNITY USE OF SCHOOL FACILITIES –
ANDERSON AUTO GROUP FIELDHOUSE**

For and in consideration of the use of the building, facilities, and premises of the Colorado River Union High School District No. 2, Mohave County, Arizona, for the following activity:

The undersigned individuals, corporation, club, or other organization hereby fully and forever release and discharge the said Colorado River Union High School District No. 2, County of Mohave, the State of Arizona, and any of their servants, employees, volunteers or agents, from any and all liability in any way arising from any and all injuries, losses, and damages to persons and property that might be sustained or received in connection with said use.

In further consideration, the undersigned individuals, corporation, club, or other organization hereby agree to hold harmless and indemnify the said Colorado River Union High School District No. 2, and any employees, City of Bullhead City, County of Mohave, the State of Arizona, and the United States of and from any and all claims, demands, causes of action, suits, or judgments (including costs and expenses incurred in connection therewith) that may hereafter be brought by anyone for loss and damage or personal injury as a result of the above described use.

All information supplied on this form is accurate to the best of my knowledge. I assume all responsibility for use of these requested facilities in accordance with District policy and regulation.

The undersigned, by its agent described below, has fully read and understands this agreement.

Witness this _____ day of _____, in the year 20_____.

By: _____
(Please Print)

By: _____
(Please Print)

Title: _____

Title: Fieldhouse Staff Member

(Signature)

(Signature)

**COMMUNITY USE OF SCHOOL FACILITIES-
ANDERSON AUTO GROUP FIELDHOUSE**

An applicant requesting the use of school facilities agrees to comply with the following rules and the District concerning conduct on school property if granted permission to use the requested school facilities.

- All community group activities, including preparations, must be conducted in such a manner that students can continue their educational programs without undue interruption.
- If food is consumed during the event, it must be provided by a caterer from the Anderson Auto Group Fieldhouse Preferred Catering List and must be indicated in attached paperwork.
- An employee of the District must be on duty whenever a school building is used by an organization or group unless prior approval for other arrangements has been granted.
- The applicant is held responsible for the preservation of order. All children attending or participating in the event or activity must be supervised by a responsible adult.
- No alcoholic liquors or beverages shall be bought to or consumed in the building or on the grounds during youth activities/athletics.
- Tobacco, vaping, smoking and illegal drug use is prohibited on school property.
- Putting up decorations or scenery or moving pianos or other major furniture is not allowed without prior permission.
- Nothing shall be sold, given, exhibited, or displayed for sale without prior permission from the Fieldhouse Staff.
- Unless waived by the District when use is in conjunction with District activities, groups must provide the district with documentary evidence of liability insurance of at least one million dollars (\$1,000,000), or more to cover any damages that might be done to any equipment, furniture, or facility.

- The School District and its employees, including the Governing Board, Superintendent, Fieldhouse Staff or Chief Administrative Officer, are immune from civil liability with respect to all decisions made and actions taken to allow the lease or use of school property, unless the School District or its employees are guilty of gross negligence or intentional misconduct. This does not limit any other immunity provisions that are prescribed by law.
- The District reserves the right to require, if it should deem it necessary, a cash bond of one thousand dollars (\$1,000.00), or more to cover any damages that might be done to any equipment, furniture or facility.
- All wages earned by District employees on duty for approved facilities use shall be paid by the District. No District employees shall be paid directly by any group using the facilities.
- The availability of the kitchen, concessions, box office, A/V control room, meeting rooms, trainer room or any other special areas may be restricted to specific times or activities. Special fees may be charged for the use of those facilities.
- When more than one (1) applicant requests the use of a facility for the same time, the applicant filling first shall be given first consideration. If a school program or calendar changes, the school program shall take priority, even if the activity has been scheduled. Every effort will be made to reschedule the activity as conveniently as possible when such cancellation has occurred.
- The issuance of keys to facilities is to be discouraged. However, if no alternative is suitable, it shall be the Fieldhouse Staff's responsibility to issue and retrieve facility keys according to District key-control procedures.
- Permission shall be denied for activities that would exceed the capacity of the facility or be in violation of fire or safety regulations. It shall be the responsibility of the applicant to make appropriate members familiar with the use of fire and other safety devices and procedures.
- Confirm knowledge of and commitment to comply with the requirements and restrictions for use of the facilities for athletic activities as set out in Board policy.
- Comply with all applicable requirements of The Arizona Medical Marijuana Act.

- All activities must be conducted within the laws, rules and regulations of the state of Arizona and applicable municipal subdivisions.
- Requests for future use may be denied to an organization that fails to comply with established rules.
- No gum or sunflower seeds allowed inside facility.
- Dumping of any sport drink on the field turf is not allowed and shall result in a cleaning charge assessed to the group involved. This may also result in future disbarment of facility.
- Destruction of any property will result in the group being charged for repairs and any loss in revenue while being repaired resulting from damage. This may also result in future disbarment of facility.

Acknowledgment of the Receipt School Facilities Regulation

I hereby acknowledge receipt of a copy of this regulation and agree with terms thereof, including fees as listed on Exhibit A.

Name of Individual, Group, or Organization **Date**

Signature of Responsible Person **Cell Number**

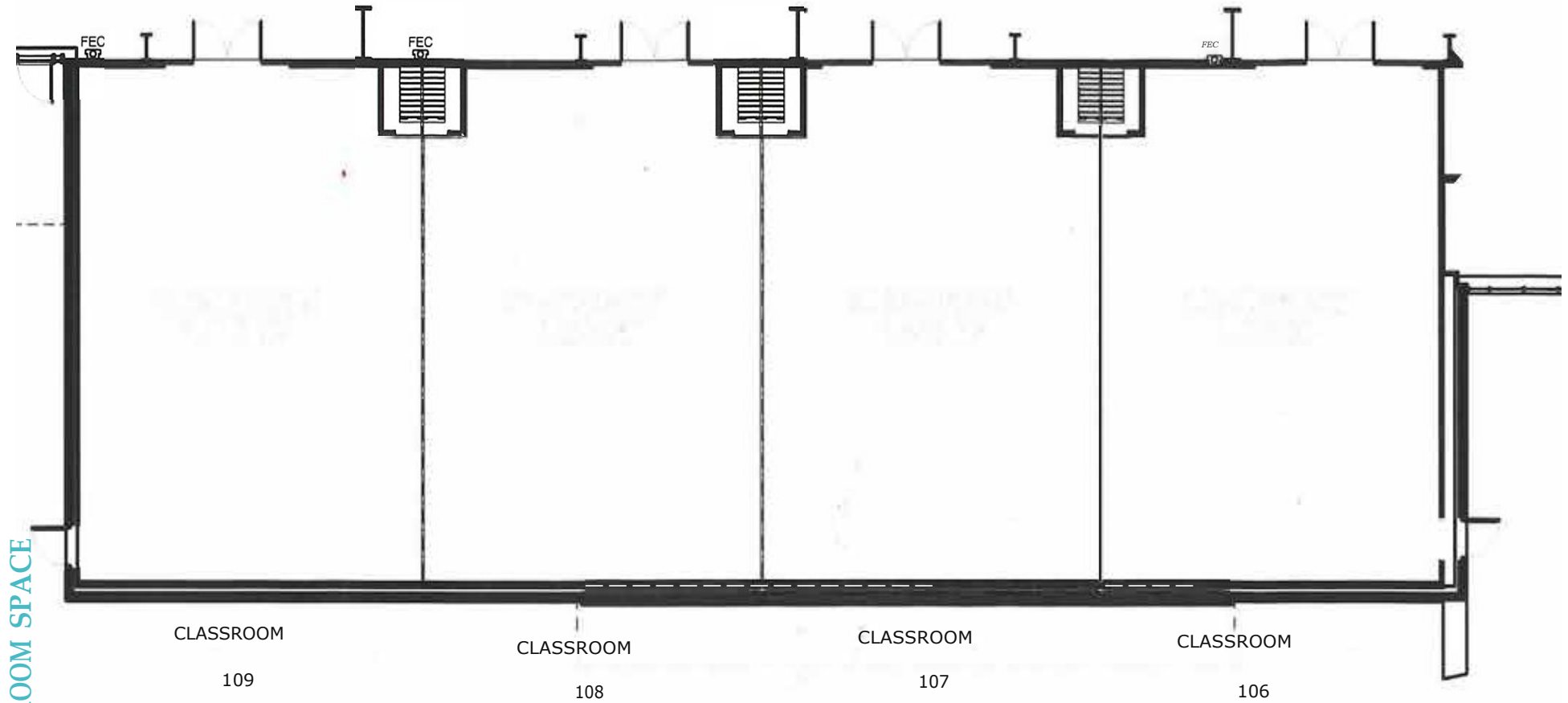
Address



MEETING ROOM RULES

- No thumb tacks or push pins
- No Duct tape or any adhesive that will damage the walls.
- No confetti, silly string, beads or glitter.
- Nothing that could potentially damage or stain or cause an unclean-able situation and nothing that will obstruct spectator view. All decorations must be removed and cleaned up properly at the end of each class.
- A laptop will be provided for all powerpoint presentations. Please prepare and bring a thumb drive for any presentations.
- Microsoft Powerpoint will be the only software used.
- Supplies & Copies-Please bring your own meeting supplies, e.g. flip charts, easels, dry erase boards, markers, paper, pens and any copies you may need. Business services are not available.
- Room Configuration/Cleanup-Please return the furniture to its original set-up and thoroughly clean the room before leaving.

Stadium/ Concourse Area



CONFERENCE/ CLASSROOM SPACE

Outside

EXHIBIT B



COMMUNITY USE OF SCHOOL FACILITIES –
ANDERSON AUTO GROUP FIELDHOUSE
FIELD USE APPLICATION

Name of individual, group or organization requesting to use facility Field:
Phone: _____

Address: _____ E-Mail: _____

Name of individual Responsible for use: _____ Cell _____

Requested use area(s):

- Field, Locker Room, Wireless Mic, Concourse, A/V, Ref Pack, Other: _____

Additional Costs:

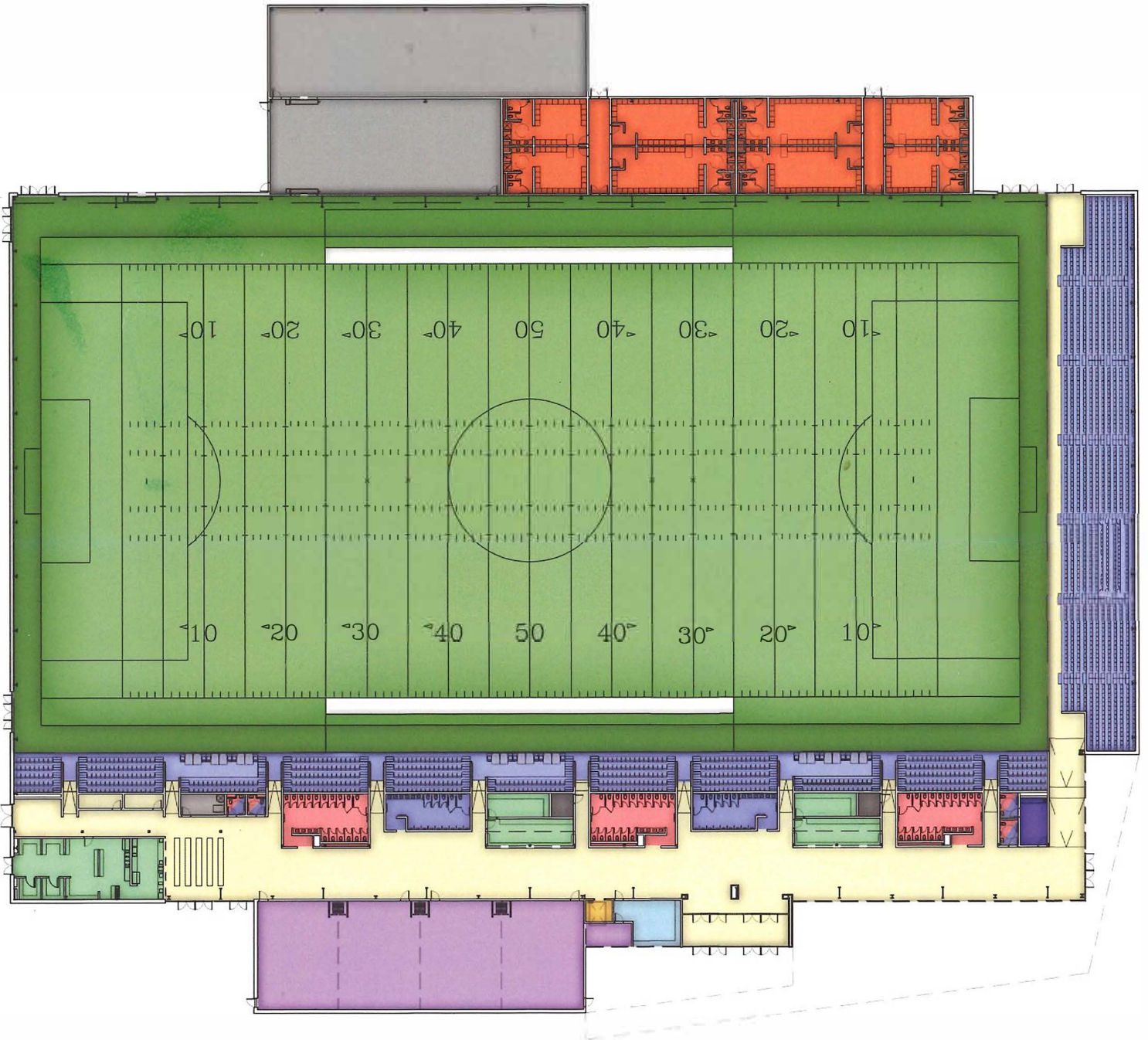
- Tables-, Chairs-, Turf Cover _____ Sq Ft., Pipe & Drape _____ Sq. Ft., Stage- \$500 per day X _____ Days= _____

Set-Up): Date: _____ Time: _____ To _____
Event Date: _____ Time: _____ To _____
(Tear-Down) Date: _____ Time: _____ To _____

*All fees are payable in advance to:

Colorado River Union High School District No. 2
P.O. Box 21479,
Bullhead City, AZ. 86439.

FIELD FLOOR





FIELDHOUSE RULES

- No Weapons
- No Pets – Service Animals Only
- No Gum or Sunflower Seeds
- Only water on the field
- No food on the field
- No Smoking, vaping, or tobacco use on property.
- No Strollers

GENERAL RULES FOR DECORATIONS AT THE FIELDHOUSE

- No balloons or balloons with confetti
- Air horns
- No thumb tacks or push pins
- **Mounting Tape ONLY!!!**
- No confetti or Glitter
- Silly string
- No Beads
- Nothing that could potentially damage or stain or cause an unclean-able situation and nothing that will obstruct spectator view.

All decorations must be removed and cleaned up properly at the end of the event or contest.

LOCKER ROOM DECORATIONS

Same rules apply as above for locker rooms –

- Must use command strips to hang anything from walls or lockers.
- ALL decorations cleaned up and discarded immediately after each game.

Note: during double header games we may need to modify.

ALL LOCKER ROOMS/MEETING ROOMS WILL BE CHECKED BEFORE AND AFTER THE GAME/EVENT.