

Procedure Associated Student Bodies

The Associated Student Bodies (ASB) in the schools of the district will operate within the following guidelines:

Structure

- A. ASBs are mandatory in grades 7 through 12 whenever students engage in money raising activities with the approval and under the supervision of the district. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the district must be administered in the same way as ASB money. The school principal is designated to act as the ASB for K-6 school buildings; and
- B. The school board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets and warrants.

Financial Operations

- A. The district must have an ASB program fund budget approved by the school board;
- B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money;
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card or petty cash funds;
- D. ASB purchases must comply with state bid procedure as outlined in the district bid requirements policy and procedure. Purchases of the same goods or services for more than one school must be considered together when establishing the purchase amount and applicability of bid requirements;
- E. All property acquired with ASB moneys becomes property of the school district;
- F. Associated student body groups may raise private nonassociated student body fund moneys through fund raising and donations for scholarships, student exchanges and charitable purposes. Such fund raising and donation solicitation must meet the requirements for other ASB fundraising and those requirements specific to nonassociated student body funds, including clear notice to all donors of the purpose of the fund raising. Students wishing to use district facilities to raise private non-associated student body funds must comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private nonassociated student body fund money, the district will recoup its costs;
- G. Purposes that directly further or support the school district's program — both co-curricular and extracurricular — are suitable uses for ASB funds, if the activities are optional for students; and
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private nonassociated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to district policy and procedure

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Garfield School District #302
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