

ORCHARD PARK HIGH SCHOOL



STAFF STUDENT ACTIVITIES HANDBOOK

(Revised July 2021)

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We would like to thank the following people for their advice, help and/or assistance with this handbook:

RESPONSIBILITIES

Brandon Hafner

Student Activities Administrator

Joseph Biondo

Director of Student Activities

Responsibilities:

Parking Permits
Student Parking
Assembly Schedules
Fundraising/Building Permits

Janet Stady

Sub-Cabinet Coordinator

Responsibilities:

Field Trips
Personnel Contracts
Poster/Sign Approval
Homeroom Rep. Coordinator

Shared Responsibilities:

Event Chaperones
Special Event Coordination
Oversee Class/Activity Advisers

Deborah Skulski-Wakelam: Student Activities Administrative Assistant

Laureen Cislo: Community Education Administrative Assistant

David Coppola: Student Funds Faculty Coordinator/Adviser

Jody Schwarz: Extra Class Funds Treasurer

STUDENT ORGANIZATION & CHARTERS

Each year co-curricular classes and clubs must be chartered through STAP Comm. This includes ALL clubs that currently do not have a fund balance. To be recognized by STAP Comm as an approved student organization, charters must be submitted **no later than** the last school day in October. Charters will be reviewed and subject to approval at the November STAP Comm meeting.

If charters have not been turned in by the October deadline for approval at the November STAP Comm meeting, STAP Comm will assume control of the club/activity fund balance.

CHARTERING PROCEDURE:

1. Complete Orchard Park High School charter application for co-curricular activity. Be sure to fill this out completely. Be sure to include all required signatures from the student leadership, as well as the adviser.
2. Typed current membership list
3. Copy of class, club, or activity constitution
4. Previous charters will be made available through STAP Comm advisers

ADVISER/COACH GUIDELINES

These guidelines should be followed by all club/activity and class advisers, as well as coaches, where applicable.

1. OFFICERS

- Each club must have an executive board: president, vice president, secretary, and treasurer.
- The officers will be elected/selected annually by the membership and adviser.
- All officer information and the group's charter needs to be approved **no later than** the November STAP Comm meeting. (See Charters on page 2)
- The class treasurer must be trained on the correct financial procedures for Student Activities accounts. This training will be conducted by the student Funds Faculty Coordinator/Adviser and the Extra Class Funds treasurer. It is recommended that the adviser attends this training session.

2. MEETINGS

- Each club or organization should meet at **least** once a month.
- The secretary of the club must keep minutes of each meeting.
- An attendance sheet must be available at each meeting and signed by all who attend each said meeting.
- The secretary must keep a copy of all meeting minutes and attendance sheets, as well as, submit a copy to the Student Activities office following the meeting.

3. HOMECOMING

- Advisers should encourage members to participate in Homecoming and Spirit Week activities.

4. COMMUNICATION

- Advisers/Coaches must communicate with the Director of Student Activities before an event occurs. (See Fundraising and Building Use Procedures on pages 6 & 7)
- Contact the Main Office secretary to get your events on the weekly calendar.
- Additional communication is also available but not limited to the following:
 - I. The VOICE (school newspaper) – mrodemeyer@opschools.org
 - II. OPHS PTO Newsletter – hspto@opschools.org
 - III. Community Report (District newsletter) – jbecker@opschools.org
 - IV. QTV announcements
 - V. Local newspapers

5. GENERAL

- Students may find that they are over-extended in balancing the demands of co-curricular activities and their course load. Advisers encountering such students should attempt to help them, and if problems occur, advisers may have to encourage students to make choices about their involvement.
- Advisers should be present at all meetings.
- Each club or class should plan events for the year. This plan should be included with the charter application. (See page 2)
- A summary log or class activities should be available for submission upon request by Administration, the Director of Student Activities, or Sub-Cabinet Coordinator.

CLASS ADVISER GUIDELINES

In addition to the Adviser Guidelines found on page 3, class advisers must follow these guidelines:

- 1.** Class advisers must conduct a monthly meeting with the class cabinet.
- 2.** Attendance and minutes must be kept by the secretary for submission upon request of Administration, the Director of Student Activities, or Sub-Cabinet Coordinator. Minutes taken should also be used to compose the monthly report for the STAP Comm meeting.
- 3.** The class treasurer must receive training regarding financial procedures for Student Activities accounts. This training will be conducted by the student Funds Faculty Coordinator/Adviser and the Extra Class Funds treasurer. It is recommended that the adviser attends this training session.
- 4.** Class advisers should make sure their treasurers keep accurate records with the Extra Class Funds treasurer. These figures should be readily available and reported each month at STAP Comm meetings.
- 5.** Class advisers must attend STAP Comm meetings when scheduled on a rotating basis. Please plan accordingly.
- 6.** Class advisers will help their classes prepare for and support Homecoming events.
- 7.** Class advisers will help their officers plan and complete a community service project during the course of the year. This project may be done in conjunction with other classes or clubs at the discretion of the class and/or club advisers.
- 8.** Class advisers should offer all students the opportunity to fundraise and should inform students on how to successfully fundraise. (See Fundraising Procedures on page 6)
- 9.** Class advisers will be responsible for at least one major fundraiser during the school year. Proceeds will be used for the cost of operations during the current school year, as well as startup funds needed for student leadership conferences and activities the following year.
- 10.** Have a quarterly meeting with the Director of Student Activities, Sub-Cabinet Coordinator, and/or building principal and/or Student Activities Administrator.

CLASS ADVISER GUIDELINES

(Continued)

11. In addition to general class adviser guidelines, each individual class will be responsible for the following:

a. **Senior Class Advisers will organize and run the following:**

- Homecoming Dance
- Senior Trip
- Senior Awards Banquet
- Any activity associated with graduation

b. **Junior Class Advisers will organize and run the following:**

- Help plan and coordinate a spaghetti dinner or some other preapproved fundraiser during the 2nd quarter
- Help plan and coordinate the Senior prom

c. **Sophomore Class Advisers will organize and run the following:**

- Help plan and coordinate a community dinner or some other preapproved fundraiser during the 3rd quarter
- Run the concession stand for the high school spring musical

d. **Freshman Class Advisers will organize and run the following:**

- Help plan and coordinate a chicken barbeque dinner/sale or some other preapproved fundraiser during the 4th quarter

FUNDRAISING PROCEDURES

This section applies to ALL clubs, classes, student groups, and athletic teams

Fundraisers may be held in order to maintain funds in co-curricular accounts for various activities.

All fundraisers must first be approved by the Student Activities Administrator and then the Director of Student Activities.

FUNDRAISING CANNOT TAKE PLACE WITHOUT PRIOR APPROVAL.

The Board of Education recognizes there may be some need for students to raise funds to conduct school activities. All such related activities are regulated by the district and must be:

1. Conducted by a recognized student group under the supervision of a board approved coach, club or class adviser.
2. Activities that are age-appropriate to grade level and educational level of the student.
3. Conducted in such a manner and at such times as not to encroach upon instructional, or involve excessive out of school time.
4. Conducted to avoid excessive financial impact on the community.
5. Limited to prevent overemphasis on fundraising as part of the co-curricular or educational program.
6. Activity Permit Request Form and Fundraising form: If you need to utilize Orchard Park Central School District buildings and/or grounds, an Activity Permit Request form must be submitted and approved prior to submitting a Fundraising form.
7. Athletic teams who fundraise must also adhere to any additional fundraising procedures established by the Director of Athletics.

Activity Permit Request forms and Fundraising forms are available online, on the high school website in the Student Activities section. If you are using OPCSD grounds or facilities, Activity Permit Request forms must be submitted and approved prior to submitting a Fundraising form. All fundraising forms must be turned in a minimum of ten (10) school days prior to the fundraising event. NO EXCEPTIONS!! Any request that does not meet this requirement will be denied and returned to the coach, class or club adviser. Please be advised you need to plan ahead.

BUILDING USE / SIGNS & POSTERS

BUILDING USE:

1. If you need to use any Orchard Park Central School District building or any of the grounds for activities or a function of any kind, you must fill out an Activity Permit Request form.
2. The Activity Permit Request form may be found online on the high school website in the Student Activities section.
3. Fill out the form completely online and turn it in to the Community Education Administrative Assistant.

SIGNS AND POSTER USAGE:

Clubs, classes, and athletic teams are encouraged to use signs and posters for promotional purposes and post them properly around the high school. The utilization and posting of signs and posters is a great way to supplement communication (See page 3, section 4) for the promotion of upcoming events, activities, and contests.

1. All signs and posters must adhere to the following specifications in order to be approved by the Sub-Cabinet Coordinator:
 - a. Who? Who or what group is sponsoring the event?
 - b. What? What is the event?
 - c. Date(s)? What is/are the date or dates? Include deadlines if needed.
 - d. Time(s)? Beginning and end times.
 - e. Location? Where is the location of the event? Did you submit an Activity Permit Request form if you are using OPCSD buildings and/or grounds?
 - f. Contact person? Who does someone go to with any questions concerning the event?

Use of proper spelling and grammar is imperative.

2. A maximum of 20 signs promoting the same event may be used. **DO NOT MAKE 20 PHOTOCOPIES OF THE SAME SIGN AND TURN IT IN FOR APPROVAL.** Simply submit one copy then turn it in to the front desk at the Baker entrance for approval. Once your sign has been stamped for approval you may make 19 more copies.
3. Allow for a minimum of one (1) school day turnaround time for sign/poster approval.
4. Signs should never be posted on painted surfaces (walls or lockers), exit signs, or covering areas that would cause a safety concern.
5. All signs must be taken down at the conclusion of the event.
6. Administrators, the Director of Student Activities, and the Sub-Cabinet Coordinator reserve the right to take any and all signs down that do not have the aforementioned approval stamp or are posted on prohibited surfaces.

FINANCIAL PROCEDURES FOR STUDENT ACTIVITY ACCOUNTS

All organizations planning to collect funds must have a current charter and be approved by the Board of Education.

TREASURER DUTIES

It is the responsibility of the treasurer for each student activity to maintain an up-to-date, easily accessible record of all the financial dealings of the activity, including deposits of funds received and payment for all goods and services purchased. The treasurer should also do the following:

1. Attends the training session for treasurers.
2. Safeguards funds and makes deposits promptly. Funds must be kept locked up in the Main Office vault at all times. Money is kept and labeled on hold if you are unable to count it immediately.
3. Prepares deposits under the supervision of the adviser. All deposits should be neat and orderly. All coin rolled where applicable. No Canadian money (currency or coin) is accepted.
4. Allows NO CASH PAYMENT for expenses.
5. Makes prompt entry of transactions in the record book (journal).
6. Receives the monthly statement and verifies that the entries and balances are correct.
7. Completes end of the year checkout according to schedule.

ADVISER FINANCIAL-RELATED DUTIES

1. After completing necessary paperwork, receives permission to fundraise from the Student Activities Administrator, the Director of Student Activities, or Sub-Cabinet Coordinator.
2. Supervises work of student treasurer as described above.
3. Requests monthly verification of balance from student treasurer.
4. Approves year-end treasurer's report and arranges for checkout of student treasurer.
5. Signs pay orders only after proper and accurate information is complete. Never signs a "blank" form.
6. Signs all forms legibly and uses full name.
7. Completes all transactions by June 1st (some groups will have exceptions).

A. GENERAL INFORMATION

1. The student treasurer of each organization receives its ledgers for the school year following a meeting with the Activities Controller. At this meeting, treasurers and new advisers will become familiar with deposit and pay order procedures, monthly statements, and responsibilities for the financial safeguarding of other activity funds.

FINANCIAL PROCEDURES FOR STUDENT ACTIVITY ACCOUNTS

(Continued)

A. GENERAL INFORMATION (Cont'.)

2. The methods for recording all income, ordering of items, payment for purchases, and depositing of funds will follow the regulations established in "The Safeguarding, Accounting, and Auditing of Extracurricular Activity Funds" as revised in 1970. The information relative to the above proceedings is found in Chapter III, pages 25-33. A copy of this pamphlet is available from the Extra Class Funds treasurer. The advisers and Student Activity treasurers may refer to it at any time. Below and in the following pages is a summary of the report.
3. Safe – located in the Main Office. Use this for weekend or evening activities. Money should be deposited or put on hold at all times. NEVER keep money in a desk, room, car, etc.

B. DEPOSITING FUNDS WITH THE EXTRA CLASS FUNDS TREASURER

1. A deposit slip must be submitted. You must request a deposit slip from the extra class funds treasurer. Fill out the deposit slip as follows:
 - A. Date
 - B. Activity name (group you represent)
 - C. Source of deposit (see description below)
 - D. Faculty adviser's name
 - E. Student treasurer's name

Some of the usual sources of funds are: membership fees, sales of tickets, bake sale, sale of books, advertising, patrons, etc. So that your account books show the exact source of money received, you must deposit money from only ONE source on a deposit slip.

Cash – List the total amount of bills on the appropriate line. All bills must be grouped together and wrapped, if applicable.

CURRENCY	#	AMOUNT
*Twenty (\$20)	25	\$500.00
*Ten (\$10)	50	\$500.00
	25	\$250.00
*Five (5)	50	\$250.00
*One (\$1)	50	\$ 50.00

Coin – List the total of all rolled and loose coin. All coin should be wrapped if there is enough to fill a roller. Wrappers are available in the Main Office. NO CANADIAN COIN WILL BE ACCEPTED.

*Quarters (25c) - \$10.00	*Dimes (10c) - \$5.00
*Nickels (5c) - \$2.00	*Pennies (1c) - \$.50

Checks – List the total of all checks on the appropriate line. For accurate bookkeeping, checks are to be listed separately on the back of a deposit ticket or on an additional slip of paper.

FINANCIAL PROCEDURES FOR STUDENT ACTIVITY ACCOUNTS

(Continued)

B. DEPOSITING FUNDS WITH THE EXTRA CLASS FUNDS TREASURER (Cont'.)

****YOUR ACCOUNT NAME MUST APPEAR ON EACH CHECK BEING DEPOSITED.** All checks should be made out to Orchard Park High School or OPHS.

Your activity/group name should be written on the "memo" line that is located at the lower left corner of most checks. **DO NOT** post it into your ledger until you receive the yellow copy back from the extra class funds treasurer.

2. Deposits with a completed deposit slip are given to the Extra Class Funds Treasurer or other office staff member in the Main Office if she is not available. In an emergency, the Students Funds Faculty Coordinator/Adviser can access the safe.

DO NOT UNDER ANY CIRCUMSTANCES, LEAVE DEPOSITS AND MONEY ON ANY DESK OR COUNTER.

3. At this time, you will record the deposit as being received in the club ledger located in the filing cabinet in the Main Office. The person "receiving" the deposit will initial this book that they received this transaction.
4. Later, the amount of your deposit will be verified against your deposit slip. If there is an error, your adviser will be advised it needs to be redone.
5. Through your club adviser, you will be sent the yellow copy, from which you will post the entry in your account book. Use the date posted on the receipt as your entry date and then file the deposit slip in the proper envelope in your folder.

C. BUYING GOODS AND SERVICES

1. Requisitions/Purchase Orders – for goods and/or services to be charged to your Student Activities account. When merchandise is to be purchased and charged to your activity at the school. A Requisition for Purchase, approved by the activity treasurer and the faculty adviser, **MUST** be prepared.
 - A. The student activity treasurer must make out a Requisition to Purchase that must be signed by both the treasurer and faculty adviser at the bottom.
 - B. Submit the completed requisition to the Extra Class Funds Treasurer, who will type the purchase order and send it to the vendor. If desired, you may ask her to give the purchase order to you to take directly to the vendor.

FINANCIAL PROCEDURES FOR STUDENT ACTIVITY ACCOUNTS

(Continued)

D. PAYING FOR GOODS AND SERVICES

1. Preparation of Pay Order – Most disbursements of money by an activity must be made by the issuance of a school activity check by the Extra Class Funds treasurer and Student Funds Faculty Coordinator/Advisor. When the payment is made from one club to another, a Transfer of Funds (see attachment) rather than a check is issued. **NO CASH TRANSACTIONS ARE PERMITTED.**

Checks or Transfer of Funds are issued only on the presentation of a properly completed form. The Pay Order should be submitted to the Activities Account Clerk **AT LEAST FIVE (5) DAYS** before a check is needed. Our service for Pay Orders is prompt, but not instant, so please plan ahead.

- A. The Activity Treasurer and Activity Adviser must sign both copies of the Pay Order and Payment Voucher in the spaces provided. Advisers should only sign after the Pay Order is completed. Please be sure your name is legible.
 - B. Both copies of the Pay Order and the attachments are given to the Extra Class Funds Treasurer. All pay orders must be approved by the Student Funds Faculty Coordinator/Advisor.
 - C. A copy of the Pay Order will be returned to you once payment is made. You must use the check number in the box located at bottom center of the receipt as well as the date of approval to make your journal entries.
2. Checks will not be issued for any invoice dated before the last day of classes. Payment of late invoices will be made when the books are given out the following September. If bills are paid promptly, this will have no effect on your book, plus this will help the checkout procedures tremendously.

E. USING YOUR ACCOUNT RECORD BOOK

1. Recording receipts and payments
 - Once you receive the copies of your deposit slips and/or Pay Orders, you are ready to post. Please ask your adviser for assistance. Please post these transactions promptly, so you can keep a running balance of your account. These should be kept in the club folder with Extra Class Funds Treasurer. The method of using your Account Record Book will be presented at the Treasurer's meeting. Accurate records provide an important part of the planning and operation of your activity.
2. Closeout of Student Activity accounts
 - Closeout of accounts takes place in June. Each adviser and his/her treasurer are responsible for the submission of accurate financial records for their activity.
 - When correct accounts are not maintained, faculty checkout is delayed. Your book **MUST** balance.
 - Careful and regular use of monthly statements will help make checkout easier.

FINANCIAL PROCEDURES FOR STUDENT ACTIVITY ACCOUNTS

(Continued)

F. MONTHLY STATEMENTS

- Each month you will receive a statement of the balance in your account. If the balance in your record book does not agree with the amount shown on the statement, please schedule an appointment with the Extra Class Funds Treasurer immediately. You will not receive a statement if you have had no transactions.
- Advisors should assist student treasurers to verify the account balance each month.

G. SALES TAX

1. Collection of Sales Tax

- Sales tax will be collected at the rate of 8.75% whenever merchandise or services are sold.

2. The law requires school districts to report such sales and remit tax collected on a quarterly basis. All sales are taxable with only very few explicit exceptions:

- Performing Arts Events – Concerts and Dramatic productions
- Periodicals – Sales of magazines or magazine subscriptions
- Advertising – Sale of “space” for patrons or advertisers in programs or similar materials
- Food – grocery store regulations; foods generally exempt including bakery items.

Candy, pizza, soft drinks, prepared foods, etc. are taxable!

3. Paying Sales Tax

- The school district is tax exempt – Student Activities are NOT TAX EXEMPT. The district is not permitted to allow its tax exemption status and certificate to be used by student (or faculty) groups.

H. PROFIT AND LOSS STATEMENT

- All organizations are required to complete a statement of profit and loss as it relates to sale of tickets and items for fundraising.