

<p style="text-align: center;">COPLEY-FAIRLAWN CITY SCHOOL DISTRICT OFFICE OF THE TREASURER</p>

TO: Student Activity Advisors and Coaches

FROM: John Wheadon

DATE: August 22, 2024

RE: Student Activity Guidelines

Board Policies

The attached Board policies should be reviewed and followed as you plan and conduct your student activities.

Responsibility of Advisors

The advisor shall be responsible for the proper completion of all forms pertaining to the activity. This includes keeping accurate records of all money collected and deposited with the Treasurer's office, keeping an accurate inventory of merchandise offered for sale, keeping an accurate record of purchase orders received, balancing your activity's financial record with those kept by the Treasurer's office. All money is to be collected and deposited in accordance with the Ohio Revised Code (within 24 hours of collection). No money is to be kept in classrooms or offices.

Student Activity Forms

The attached student activity forms must be completed as specified on the next page. Blank forms can be obtained from the Treasurer's office. **The Purpose Statement and Budget form should be completed and returned no later than September 30, 2024.** The Sales Project Statement should be completed at the conclusion of each fundraiser.

Financial Reports

Monthly financial reports will be forwarded to your building Principal for distribution to the advisor. Please notify the Treasurer's office immediately of any errors. If at anytime you need additional information, feel free to contact me at extension 524816.

Procedures for Expenditures

No purchase shall be made without a pre-approved purchase order. To obtain a purchase order, a requisition should be submitted by the advisor to the building principal or athletic director, who will in turn submit it to the Superintendent. After approved by the Superintendent, the requisition will be forwarded to the Treasurer who will issue the purchase order. Only the Treasurer may authorize the encumbrance of funds by purchase order number.

If a club/activity anticipates they will make multiple purchases from a single vendor during the course of the year, they may obtain an “open purchase order”. Contact the Treasurer’s office if you need assistance with this type of purchase order.

Purchasing of meals is not a permissible expense unless it is an overnight trip. There is a \$25.00 daily limit for meals.

Any person making a purchase without first obtaining a purchase order shall be personally liable to pay for any items purchased.

All purchase orders will be closed prior to the end of the school year unless the Treasurer’s office is notified in writing that the item(s) ordered is/are not expected to be received until the next fiscal year.

No purchase order will be accepted after May 2, 2025.

All purchase orders that remain open at May 16, 2025 without an “ok to pay” will be closed and the school district will no longer be obligated for making payment unless prior arrangements have been made with the Treasurer’s office.

Collection of Money Procedures

A form shall be completed explaining the exact source of the monies collected and to be deposited. A duplicate receipt is the best supporting documentation. A receipt should typically be given for any item sold that has a value over \$5.00. (Examples: No receipt is given for the sale of a candy bar, but a receipt is given to a student at the end of the candy bar sale. A receipt is given for the sale of a sweatshirt. A receipt is given for the payment of dues).

Another acceptable way of tracking money is a class list with preprinted student names on it with amounts collected from each student. The class list should be submitted daily along with the money.

Book	Policy Manual
Section	Section I: Instruction
Title	Student Fundraising Activities
Code	IGDF
Status	Active
Legal	ORC 3313.51 ORC 3313.53 ORC 3313.811 ORC 3315.062
Cross References	GBIA (Also IGDF) - Online Fundraising Campaigns/Crowdfunding IGD - Co-Curricular and Extracurricular Activities IGDG - Student Activities Funds Management IICA - Field Trips and Excursions
Adopted	September 16, 1986
Last Revised	October 16, 2018

Student Fundraising Activities

The Board believes in providing opportunities for students to participate through cocurricular activities in fundraising projects that contribute to their educational growth and that do not conflict with the instructional program. Since the Ohio Revised Code and the Auditor of State's Office mandate careful accounting of the receipt and expenditure of such funds, all fiscal operations of student groups must be in compliance with the following guidelines. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level;
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers, advisers or administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on secretarial, teacher and principal time or work;
7. evaluated annually by teachers, advisers, administrators and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. sensitive to direct competition with fundraising efforts sponsored by recognized groups and organizations within the community.

The application of the above criteria for student sales and activities is supervised by the building principal with the approval of the Superintendent. Each principal submits to the Superintendent a list of the proposed sales or fund drives that the school plans to conduct during the school year and the purpose for which the funds are going to be used. The Superintendent then indicates his/her approval or disapproval within the limitations of the above criteria.

Online fundraising/crowdfunding campaigns also must be conducted in accordance with related policies and procedures.

Funds derived from approved student fundraising activities are handled by the Treasurer's office in accordance with the Auditor of State's requirements.

Book	Policy Manual
Section	Section I: Instruction
Title	Student Fund Raising Activities
Code	IGDF-R
Status	Active
Adopted	December 17, 2002

Student Fundraising Activities

The following guidelines must be followed for any activity that involves fundraising by or from students.

All fund-raising activities involving students must meet the following conditions:

1. All student fund-raising activities must be in compliance with state law and the requirements of the Ohio Auditor's Office.
2. Use of instructional time is to be limited in planning, conducting, assessing or managing a fund-raising activity, unless such an activity is part of an approved course of study.
3. Fund-raising activities conducted in a school or on other District premises are not to interfere with the conduct of any cocurricular or extracurricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
4. In accordance with Board policy, each fund-raising activity occurring on or off District premises must be approved by the Superintendent or his/her designee. In order to be approved, the group leader or advisor must submit a proposal which is in compliance with the Ohio Auditor's requirements.
5. Each recognized school-Sponsored student group must submit in writing to the Treasurer a statement which identifies the purpose of the fund-raising activity and the reason for raising the money as well as all other information required by the Ohio Auditor.
6. Student groups can only have one fund-raiser per year unless approved by the Superintendent.
7. All fund-raising activities must stop when the total projected budget has been met or within two weeks from the start of project whichever comes first. Exceptions may be granted with the approval of the Superintendent or building principal.
8. Notice of the approved fund-raising activity is to be included in the appropriate school newsletter(s) for informational purposes for parents and interested parties.
9. All participants soliciting from and/or selling to service organizations, businesses or the general public must carry and understand a cover letter explaining the specific purpose of their project.
10. Requests for purchases from student activity funds can be made only by faculty, advisors, coaches or teachers assigned to the activity.
11. Elementary students (K-5) do not sell items or solicit donations by going door to door.
12. Pep rallies or assemblies promoting aggressive student selling, prizes, awards or incentives are discouraged.
13. All prizes, awards and incentives must be approved by the principal.
14. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge, who shall be personally responsible for the merchandise sold and monies collected. The contract must specify that any merchandise which is unsold and is resalable by the supplier can be returned for full credit. The District is not be responsible for any unsold merchandise that cannot be returned to supplier for credit for any reason.

15. Fund-raising activities off District premises shall be voluntary and with written permission from parents. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/her responsibility is to ensure that the service is provided in a proper manner, and also to ensure the safety and well-being of the students and the property of both, the purchaser and the owner of the site.
16. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as runs for charity, must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be overexerting themselves to the point of potential injury.
17. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed and accounted for, and a report should be made within five days after the end of the fund raiser. The report should indicate:
 - A. total cost of items or merchandise;
 - B. amount of money projected and amount of money raised;
 - C. any differences between the actual activity and the planned activity;
 - D. any problems that occurred and how problems were resolved;
 - E. when and where funds are deposited and
 - F. if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected and the dispositions of any unsold items.
18. Donations to the District to be used for fund-raising activities must be approved by the Board or its designee.
19. Failure to follow these regulations could result in the suspension or loss of fundraising approval.

School and Community Service Project Definitions

1. Fund-raising activities

- A. Any donation, product or service solicited from and/or sold to community service organizations, businesses or the general public.
- B. Any awards, prizes or incentives offered as part of a student selling activity.
Examples:
 - i. candy sales
 - ii. magazine sales
 - iii. carnival for profit

2. School Service Projects

- A. Any project done for service or to benefit students, teachers or parents which involves no soliciting of donations, products or services from community service organizations, businesses or the general public.
Examples:
 - i. skating parties
 - ii. pizza parties
 - iii. Mother Day gifts
 - iv. carnival for nonprofit
- B. Any profit-intended project, completed in-house, which principally involves students, teachers or parents requiring no soliciting of donations, products or services from community service organizations, businesses or the general public.
Examples:
 - i. concession stands
 - ii. school pictures

iii. book fairs

iv. sale of miscellaneous items (caps, t-shirts, jackets, etc.)

3. Community Service Projects

Any project which involves open solicitation, is completely nonprofit and is charitable in nature.
Examples:

A. holiday food drives

B. generation of funds for a recognized charity

C. funds for scholarships/grants

STUDENT ACTIVITIES FUNDS MANAGEMENT

To safeguard and provide for the efficient financial operation of student activities, the funds of these activities are managed as follows:

1. The Superintendent designates an individual to serve as the activity account clerk under the jurisdiction of the Treasurer. The Treasurer is authorized to receive and disburse student funds in support of the entire school activity program. The Treasurer is directly responsible for the proper accounting of student activities funds.
2. Requests for purchases from student activities funds can be made only by faculty advisors, coaches or teachers assigned to an activity. These requests must be approved in writing by the school principal or other person designated by the Superintendent. Funds must be available before such purchases may be authorized. Expenses are subject to Board approval.
3. An accounting of all student funds is made monthly and a report is made by the Treasurer to the Superintendent and the Board. The account system complies with the regulations of the Ohio Auditor. The system separates and verifies each transaction and shows the sources from which the revenue is received, the amount collected, source and the amount expected for each purpose.
4. When an unexpended balance remains in the account of a graduation class (Fund 200), the class should specifically indicate its intent to the Board for the disposal of such funds within six months of graduating. The Board exercises its prerogative in disposing of such funds when the graduating class is negligent in giving instructions.

(Adoption date: September 16, 1986)

(Revised: January 14, 2003)

LEGAL REFS.: ORC 3313.25; 3313.51; 3313/53; 3313.811
3315.062
5705.41; 5704.412

CROSS REFS.: DH, Bonded Employees and Officers
DI, Fiscal Accounting and Reporting
DIB, Types of Funds
DJ, Purchasing
DJF, Purchasing Procedures
IGD, Cocurricular and Extracurricular Activities
IGDF, Student Fund-Raising Activities
JL, Student Gifts and Solicitations

Book	Policy Manual
Section	Section I: Instruction
Title	Extracurricular Activities
Code	IGD-R
Status	Active
Adopted	August 24, 1999

Extracurricular Activities

The Board of Education provides the following guidelines to its administrative officials in the preparation of rules and regulations regarding the administration and sponsorship of all contests, activities, and other events conducted as extracurricular activities.

1. Administration and Sponsorship

All following rules and regulations shall apply to the elementary and secondary school programs except where noted.

The principal of each building shall be responsible for the general administration of the student activities conducted in the buildings in his/her charge. The principal shall report annually, by August 1, to the Superintendent the general purpose and plans of the program. The Treasurer of the District is responsible for all financial aspects of the student activity program. Guidelines formulated by the State Auditor's office shall be followed. The principal may recommend purchases to the business manager of the District.

An annual evaluation of each activity, as directed by the Superintendent, shall be conducted to determine if the activity is serving its purpose and shall be continued.

A review of rules and regulations for activities shall be held annually and must include a review of the number of activities in which an individual may participate, hours per week of participation and distance an individual or group may travel to participate in an activity, contest, tournament, festival, parade or other exhibition.

The school organization sponsoring an activity or contest, must be one which is engaged in a creditable or acceptable enterprise to benefit the school students. The activity or contest must not be used by an organization to exploit the students' project for commercial or advertising purposes or conduct such activity in a manner other than that agreed upon.

2. Contests and Activities

All activities and contests must be approved by the principal and Superintendent in compliance with this policy and regulation.

Criteria for approval of activities shall include, but not be limited to the following:

- A. Activity must be educationally sound, worthwhile and timely and not sponsored primarily for entertainment purposes.
- B. Activity must contribute directly to the educational, civic, social, physical or ethical development of the students involved and be stimulating to participants and the student body.
- C. The supervision of any activity must not infringe unduly on the teachers' assigned classroom time and responsibilities.
- D. Activities ordinarily involving a presence of students after 9:00 p.m. (high school 10:30) on an evening preceding a school day should not be scheduled.
- E. Class time assigned to one subject in the curriculum shall not be diminished for preparation for, or participation in, an activity not related to that subject.
- F. Student participation in interscholastic athletics (between school systems) shall be restricted to students enrolled in the seventh grade or above.

G. The rules and regulations of the Ohio High School Athletic Association shall serve as guidelines for interscholastic athletics.

Prohibition From Extracurricular Activities

The Board of Education authorizes the Superintendent, principals and assistant principals, athletic director and any other certificated administrators, to prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the Student Conduct Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Conduct Code took place. In addition, student athletes are subject to the Athletic Code of Conduct.

This policy shall be posted in a central location in each school building and will be available to students upon request.

Book	Policy Manual
Section	Section I: Instruction
Title	Online Fundraising Campaigns/Crowdfunding
Code	IGDFA (Also GBIA)
Status	Active
Legal	Family Educational Rights and Privacy Act; 20 USC 1232g ORC 9.38 ORC 2921.43 ORC 3313.51 ORC 3319.321
Cross References	GBCA - Staff Conflict of Interest GBI - Staff Solicitations IGDF - Student Fundraising Activities KH - Public Gifts to the Schools KI - Public Solicitations In the Schools
Adopted	October 16, 2018

Online Fundraising Campaigns/Crowdfunding

The Board believes that online fundraising campaigns, including crowdfunding campaigns, may support and further the interests of the District.

All crowdfunding campaigns must be reviewed by and receive prior approval from the Superintendent.

In order for a crowdfunding campaign to be approved, the campaign must:

1. be conducted in compliance with all State and Federal laws, as well as relevant District policies and procedures, including those governing the confidentiality of student information. No information that could personally identify a student, including student names or images, may be used without the prior written consent of parents or adult students. The Superintendent must review all images and text used as part of the campaign.
2. be compatible with the District's educational philosophy, needs, technical infrastructure, and core values. The organizer must submit in writing to the Treasurer a statement identifying the purpose(s) for raising the money. All online fundraisers must be conducted in accordance with District policies and procedures.
3. be in the name of the school or District with all donations being sent, paid or contributed directly to the school or District. Staff are prohibited from establishing campaigns that are directly sent, paid or contributed to a staff member in lieu of the District or school.
4. be reviewed to determine whether the crowdfunding site obligates the District to assume any responsibility to file required reports of charitable activities.

The Superintendent maintains a documentation of campaign approval, details of the campaign, a printed copy of the website, copies of all related agreements and permission forms, copies of any checks donated and any inventory listing non-monetary donations.

No donations of money, property, equipment, or materials are accepted without Board approval and all donations accepted are the property of the District. Upon acceptance, donations are promptly entered into the District property inventory or deposited into District bank accounts and are subject to normal fiscal oversight and auditing. Donations are used solely for the purpose(s) stated in the campaign provided the purposes are lawful and do not remove the authority of the Board.

Copley-Fairlawn City School District
STUDENT ACTIVITY PURPOSE STATEMENT AND BUDGET

Activity Name _____ Fund _____ SCC _____

Activity Purpose _____

1. Beginning Balance \$ _____

Planned Revenue Sources

a) _____ \$ _____

b) _____ \$ _____

c) _____ \$ _____

d) _____ \$ _____

e) _____ \$ _____

2. Estimated Revenue \$ _____

3. Amount Available \$ _____

Estimated Expenditures

a) _____ \$ _____

b) _____ \$ _____

c) _____ \$ _____

d) _____ \$ _____

e) _____ \$ _____

4. Estimated Expenditures \$ _____

5. Ending Balance \$ _____

Activity Advisor _____ Date _____

Principal _____ Date _____

Superintendent _____ Date _____

STUDENT ACTIVITY SALES PROJECTION STATEMENT

Activity Name _____ Fund _____ SCC _____

Proposed Sales Project _____

Purpose (Refer to Purpose Statement) _____

Beginning Date _____ Ending Date _____

Vendor (Attach Purchase Requisition) _____

Sales Potential:	Estimated	Actual*
1. Quantity to be Ordered	_____	_____
2. Cost per Unit	_____	_____
3. Total Cost (1 x 2)	_____	_____
4. Sales Price per Unit	_____	_____
5. Total Sales (1 x 4)	_____	_____
6. Profit (5 -3)	_____	_____
7. Deposits with Treasurer		_____
8. Difference (5 -7)		_____

Requested By:

Approval:

Activity Sponsor _____ Date _____

Superintendent _____ Date _____

Principal _____ Date _____

Treasurer _____ Date _____

Final Accounting *(Complete Actual Column Above):

Activity Sponsor _____ Date _____

Superintendent _____ Date _____

Principal _____ Date _____

Treasurer _____ Date _____

