

## BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

### Management of Student Body Organization Funds

#### Fund Raising Projects

Prior approval of the Principal must be obtained before beginning any fund raising activity. The Principal must ensure the approved fund raising activities do not conflict with Board Policy 3554 Other Food Sales.

Student body business, including the raising and expending of money, must be conducted so that such activities will not interfere with the normal conduct of the school and competition with local businesses is kept to a minimum.

#### Approved Money-Making Activities

Listed below are money-making activities which are approved and which activities require formal approval before the money-making activity may begin. The notes indicate, for those activities requiring formal approval, who the approval authority is.

1. Athletic Events (Prior approval by Principal is required)
  - a. Revenues from admission ticket sales.
  - b. Television and radio rights.
  - c. Program sales.
  - d. Program Ad sales.
2. Concessions (Prior approval by Board of Trustees is required)

Concession sales may either be conducted by student body organizations, or agreements may be entered into with vendors or other organizations for concession sales as allowed in the Administrative Regulations.
3. Fund Raising Activities (Prior approval by the principal is required)

Sale of food items, clothing, magazines or other merchandise is authorized as allowed in the Administrative Regulations.
4. Social and Entertainment Events (Prior approval by the principal is required)

Admission ticket sales as well as concessions sales are permitted.
5. Rental of Student Body Owned Equipment (Prior approval by the principal is required)

Rental fees must be charged to outside groups for the use of student body equipment to cover reasonable depreciation and maintenance costs. Rental costs must be collected in advance. A deposit of sufficient amount shall be required to guarantee the return of the equipment.

6. Salvage Drives (Prior approval by the principal is required)

Drives must be limited to no more than five days. Materials must be removed daily from collection areas so as not to create an eyesore. Collections on the school site on weekends or holidays are prohibited due to lack of supervision and security.

7. Publications (Prior approval by the principal is required)

- a. Annual sales are permitted.
- b. Student newspapers and other publications are allowed.
- c. Sale of advertising in any publication is permitted.

8. Vending Machine Revenues (Prior approval by the principal is required)

Vending machine sales must not conflict with any state, local or district policy or procedure.

9. Interest Earnings (No prior approval required)

Interest earnings may either be credited to the main student body account or allocated to individual club accounts in an equitable manner.

10. Scholarship Funds (Prior approval by the principal is required)

Scholarship funds may be established from funds raised by students or from donations from outside individuals or organizations. Scholarships may only be awarded to graduates of the high school controlling the scholarship funds.

### Prohibited Student Body Activities

The below activities are prohibited - reasons are listed:

1. Bingo, Raffles and games of chance where there is an element of gambling. (Prohibited by the State Penal Code Section 319-326). This prohibition exists even though the Fresno County District Attorney's Office may grant a special permit for raffles.
2. Rides - animals or otherwise. (Safety)
3. Use of darts or arrows. (Safety)

4. Objects thrown at live targets. (Safety)
5. Use of a water tank into which any person is dunked. (Safety)
6. Destruction of old cars or similar objects by use of hammers or other objects. (Safety)
7. Sale of used jewelry or clothing. (Health)

#### Dissolution of Student Body Organizations

Upon the dissolution of any Student Body Organization, any fund balances in the organizational account at dissolution shall be transferred to the Student Council Account unless the organization is expected to become active within two (2) years. If this is the case, funds may remain in the dissolved organization's account until two (2) years has passed. Any remaining money in Class accounts after the graduation of a class automatically reverts to the student council that has the authority to utilize the funds for any legal purpose including the establishment of a Class Scholarship Fund.

#### Deposits, Investments and Loans

Deposits and investments of the funds of any Student Body organization are approved as follows:

1. Deposits in banks insured by the Federal Deposit Insurance Corporation (FDIC.)
2. Investment Certificates or withdrawal shares in California State Chartered Savings and Loan Associations where accounts are insured by the Federal Savings and Loan Insurance Corporation (FSLIC) and which are doing business in the State of California.
3. Purchase of bonds, notes, bills, certificates, debentures or any other obligation issued by the United States of America.
4. Shares or Certificates issued by any California Credit Union insured by the National Credit Union Administration.

Student Body Organization funds may be loaned, with or without interest to any other Student Body Organization at the same school or at another school within the District. The maximum period of time a loan may be outstanding is one year.

#### Student Body Equipment

Non-revenue producing equipment purchased with Student Body Organization money shall be donated to the District. If equipment is donated to the District and accepted by the Board of Trustees, the District becomes responsible for maintaining the property records, insurance coverage and repair of the equipment (subject to budget constraints). The district may charge the Student Body Fund for the costs of equipment repair.

Income producing equipment purchased by Student Body Organization funds must remain the property of the organization and must be repaired from revenues produced by the equipment.

#### Contracts

County Counsel must approve all contracts prior to the Student Body Organization obligating themselves. Contracts for amounts in excess of \$1,000 annually must also be approved by the Assistant Superintendent, Business.

#### Student Body Employees

In all but one circumstance, student body funds must never be used to pay an employee of the Central Unified School District. Student body funds may be utilized to pay for any officials who are not district employees. The only case in which a district employee may receive student body funds is where such district employee is a CIF designated official and only if they are being paid due to being assigned by CIF as an official at an approved athletic event at one of our schools. Payments to district employees with student body funds for activities such as ticket sellers, ticket takers, clock operators, scorekeepers, security or any other activity is prohibited. Any money paid to district employees for salaries and benefits on behalf of a student body fund must be reimbursed to the General Fund by the student body funds involved.

#### Sales Tax

In general, student body funds are responsible for paying sales tax to the California Board of Equalization for money raised through fund raising activities. Sales tax is due only on those sales activities which are of a regular and continuing basis. Sales which can be characterized as "irregular or intermittent" are exempt from sales tax reporting providing the student body fund has paid sales tax to the vendor from whom the items were purchased. Student Store revenue is usually reportable for sales tax purposes.

#### Student Store

Schools may operate a Student Store subject to the constraints of Education Code 48931, "Authorization and Sale of Food by Student organizations." Operation of a Student Store must also be approved by the Student Council. The salary of any district employee assigned to work in any capacity in the Student Store must be paid by the General Fund. Such payments must be reimbursed to the General Fund by the student body fund. Student Store inventories must be taken on a regular basis, no less than quarterly.

#### Student Body Financially Supported Field Trips

##### GRADES K - 6

Student Body fund raising activities may be conducted for the purpose of paying the costs for instructional and extracurricular field trips or excursions.

GRADES 7 - 12

Student Body fund raising activities may be conducted for the purpose of paying the costs for extracurricular field trips or excursions for students in grades 7 - 12.

## General Principles of Student Body Fund Usage

1. Student body funds must be used to promote and finance program of worthwhile extracurricular activities beyond those provided by the district. Students in grades K-6 may, with funds available, purchase instructional material to augment or enrich the programs provided by the district. No such purchase shall be made for the instructional program of students in Grades 7 - 12.
2. Money raising projects must, in general, contribute to sound education principles and must not be in conflict with the educational program.
3. Expenditures of funds of any student organization must be approved in advance by a representative of the student organization, the certificated advisor and the principal. In an emergency, the principal may approve an expenditure, providing it is approved by all necessary signers at the earliest possible time. Approval must be evidenced by:
  - a. Signature of a student representative of the organization.
  - b. Signature of the certificated employee who is the designated advisor of the organization.
  - c. Signature of the governing board representative who is the school principal.
  - d. A record of the Purchase Order approval in the minutes of the meetings of the organization.

NOTE: A student body organization is not required to pay for an expenditure made by a teacher, a student, or any other person who has not first received a written Purchase Order approved as listed in #3 above. Any one of three necessary signers may block the payment by refusing to sign the Purchase Order.

4. Large student body monetary reserves are discouraged unless for the purpose of accumulating funds for a large, long range project.

Regulation approved: 11/23/93