

School-Connected Organizations

Guide

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Introduction

School Connected, Booster clubs and Foundations (SCOs) are parent organizations formed primarily to assist student groups with obtaining resources for events, supplies, equipment and various fees and expenses. SCOs are separate from the Vista Unified School District (VUSD) and they are not under the control of, or the responsibility of, the site administrator, superintendent or governing board. Their funds are not controlled by the district or the students, nor should they be involved in the administering or supervising the activities of student organizations.

Governing boards can approve guidelines for SCOs to follow and the organization's fundraising activities. Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or VUSD at the K-12 level have prior approval from the school district's governing board or the board–assigned designee.

VUSD has provided this information to establish a framework for SCOs to plan or implement various activities on behalf of its schools. *In no way should this handbook be interpreted as establishing direct oversight of, or a method of control over, SCOs or their activities.* Rather, this handbook should be used to ensure the organization's activities or operations are not in conflict with VUSD's educational goals, or its various policies, rules, and regulations.

The official, authoritative sources for information are:

1. The California Government Code
2. The California Education Code
3. The current policies, procedures and regulations adopted by the Board of Trustees
4. The school rules established by the principal and/or school site council
5. The current collective bargaining agreement between VUSD and its employee associations

Each situation is different and needs to be considered. Also, rules, policies and State Code are subject to amendments and revisions, and collective bargaining contracts change because of negotiations. Therefore, you should consult the current versions of the source documents or contact the appropriate staff member with any questions you may have.

Program Guidelines

The intent of the SCO is to promote, provide support to, and encourage our students during their participation in their respective co-curricular activities, be it athletic or non-athletic. The intent is to further promote the programs and provide organizational and financial support, enrich communication between school personnel and the community, and foster a collaborative relationship between parents, students, and the school. The SCO should be committed to providing a quality program that encompasses the total development of our students.

To meet statutory requirements, VUSD has policies and regulations requiring SCOs to apply for annual authorization, providing the following:

1. Annually submit a completed application
2. All officers must submit a signed Acknowledgement Form
3. Hold Harmless Agreement
4. Certificate of Liability from insurance company
5. Most recent annual financial statements
6. Most recent Form 990 (with proof of filing)
7. Most recently adopted By-Laws
8. Organization's Conflict of Interest policy

All SCO organizations operating within VUSD must follow ***all VUSD policies and regulations***

VUSD, the Superintendent or board-assigned designee reserves the right to revoke any SCO with cause.

SCOs must also comply with the following policies, or their approval may be terminated:

1. May not imply any form of responsibility on the part of VUSD, school, or ASB.
2. Must have their own tax identification number; they are not allowed to use the VUSD tax identification number.
3. Are responsible for their own tax status, accounting, and financial records.
4. Must not comingle their funds with ASB funds.
5. Any rules or regulations developed for the SCO must conform to the law, VUSD policies and regulations, and the school site's policies and procedures.
6. All SCO members must be made aware that no individual should personally benefit from the SCO activities and a conflict-of-interest statement is to be made a part of the by-laws.
7. The by-laws are to provide for the distribution of any excess funds or assets to another non-profit organization, the ASB, or VUSD upon dissolution or termination.
8. Bingo or Raffle activity are not allowed on VUSD properties.
9. Use of school facilities is regulated by California Education Code 38130-38139, known as the Civic Center Act. A Facilities Use permit is required and applicable fees will be charged.

VUSD Policy on School-Connected Organizations

SCOs are composed of parents, community members, and staff members coming together for the purpose of supporting specific school activities for the benefit of students such as athletic teams, debate teams, musical groups, etc. They are an important means of connecting parents and other community members with the curricular and co-curricular activities of students, and the VUSD Board welcomes and encourages parental interest and participation.

The Board recognizes that SCOs are separate legal entities, independent of VUSD. However, to help the Board fulfill its legal and fiduciary responsibility to manage VUSD operations, any SCO that desires to raise money to benefit any VUSD student will submit an authorization to the Board annually, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee will establish appropriate internal controls for the relationship between SCOs and VUSD.

The Board encourages SCOs to consider the impact of fund-raising activities on the overall school and VUSD programs. SCOs may consult with the principal to determine school needs and priorities. Activities by SCOs will not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

VUSD Contacts
Superintendent
Assistant Superintendent of Business Services
Executive Director of Fiscal Services

Board Policy Reference:
1230 School Connected Organizations

Exhibits
Guidelines for School-Connected Organizations
Acknowledgment Form
Annual Organization Approval Form
Sample Conflict of Interest Policy

Relationship and Separation Between Organizations

While parent groups are created for the benefit of VUSD students and are recognized as school-connected, they operate independently from VUSD. It is important that the separation between VUSD and SCOs be preserved in order to protect VUSD from liability arising from activities from which it has no direct control or oversight.

VUSD Contacts
Assistant Superintendent of Business Services

Board Policy Reference:
1230 School Connected Organizations

Relationship with VUSD Staff

SCOs may not hire VUSD employees.

VUSD employees may liaison with SCOs, attend their meetings, and represent the school in an advisory capacity, however, *they must abstain from any voting among the group to preserve the separation between VUSD and the organization.*

Effective in the 2022-23 school year, Parent Teacher Association (PTA) local school chapter members, including those who hold leadership positions, may be employed by Vista Unified if they do not engage in cash handling activities as part of their job duties for PTA or VUSD.

VUSD Contacts
Assistant Superintendent of Human Relations
Assistant Superintendent of Business Services

Board Policy Reference:
1230 School Connected Organizations

Definition of School-Sponsored Activity

School-sponsored activities are those that are organized, advised and supervised by VUSD staff who are paid by VUSD for organizing, advising and supervising the activity. If an SCO provides financial support for a program otherwise organized and managed by the school, the activity is nevertheless considered a school-sponsored activity. *Activities organized, controlled, and sponsored by groups and organizations other than VUSD are considered to be outside activities.*

There is a clear separation between the legitimate functions that are the responsibility of VUSD and that of the SCO.

1. SCOs do not participate in choosing students or deciding on which group or student will participate in the function/activity/performance/game.
2. SCOs are not involved in decisions or strategies or supervising VUSD employees or students during school hours.
3. The supervising employee is responsible for all decisions made during the function/activity/performance/game.
4. The supervising employee establishes the priority of the needs of the co-curricular activity, and these priorities are to be expressed to the SCO after they have been approved by the supervising employee and principal.
5. Parents and/or SCOs should discuss issues with the supervising employee at a separate time and place from the time of any function/activity/performance/game.
6. SCOs do not participate in any event where grades are determined, or attendance is collected for participation.
7. SCOs do not participate in a function/activity/performance/game when VUSD staff are paid by the school to organize, supervise, and attend as part of his/her regular job duties.
8. SCOs do not participate if the principal has agreed to sponsor the event as an official school activity.
9. SCOs may organize and sponsor events/camps/competitions/tournaments that are not part of the school's official programs.

SCOs do not have free access to schools and students. VUSD must maintain exclusive control and management of its public school system. All non-school-sponsored activities occurring on campus must be pre- approved based on guidelines outlined in the *Facility Use Handbook*, be authorized by the principal, and conducted subject to the policies of the Board of Trustees, administrative regulations, and school rules.

SCO social gatherings and banquets, although generally not considered school-sponsored events, should exemplify and model positive experiences for our students and parents. In keeping with our educational and health goals, alcohol or other intoxicants should never be available or served when students are present.

Announcements, flyers, permission slips, or any other promotional material of events must clearly state that the event is organized and conducted by the SCO, if applicable, and not the school or VUSD. All announcements, flyers, and promotional materials will be distributed through Peach jar only. There may be a cost associated with the use of Peach jar, which is beyond VUSD's control. The use of VUSD email system is not permitted.

VUSD's liability insurance applies only to official school-sponsored activities. Groups conducting non-school-sponsored activities on campus must procure and maintain their own general liability insurance policies and submit evidence of such insurance according to the requirements outlined in the *Facility Use Handbook*.

VUSD Contacts
Principal
Directors of Educational Excellence and Innovation
Assistant Superintendent of Business Services

Board Policy Reference:
1230 School Connected Organizations
1325 Advertising and Promotion
1330 Public Use of District Facilities

Prohibited or Discouraged Activities

The activities below are prohibited for school-sponsored activities and for SCO non-school-sponsored activities occurring on VUSD sites. VUSD requires that SCOs adhere to the guidelines below so as not to conflict with the goals and mission of VUSD's educational program.

Check with the school's administration if you are uncertain if a potential activity is consistent with the school's goals and mission.

Prohibited activities include:

1. Any activity which encourages students or visitors to disobey or otherwise disregard the policies of the Board of Trustees, administrative regulations, school rules, the direction of VUSD staff, or federal, state, or local laws.
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or interferes with the regular conduct of school or schoolwork.
3. Any activity which is a disruption to the peaceful conduct of the school.
4. Any activity which would be inappropriate or harmful to the welfare of students or conflict with the goals of the educational program.
5. Possession, consumption, use, or sale of alcoholic beverages, tobacco products, or controlled substances is always prohibited on VUSD property, in VUSD vehicles, and at all school-sponsored events.
6. Any activity which causes or purports to cause an altered level of consciousness or advertises effects like controlled substances even if legal such as hypnotism, oxygen bars, or consumption of certain herbal supplements.
7. Unauthorized fundraising or solicitation of students.
8. School-sponsored activities may not include trampolines, astro-jumps, or any other "rebounding device" as VUSD's insurance policies specifically exclude those risks. Refer to the Red-Yellow-Green list of risk activities in the Appendix. Special permission may be requested through the Business Services Office.
9. Any activity which is discriminatory in the legal sense or according to Board Policy.
10. Any prohibited activity identified in Board Policy and Administrative Regulation 5142 Safety.
11. Students may not operate golf carts or other vehicles on campus.
12. Except with advance permission, employees may not bring their children to school while on duty or supervising students as this distracts their attention away from their students or job duties.
13. No animals may be brought on campus, except service animals for individuals with disabilities. Animals for use in curricular programs require advanced approval.

VUSD Contacts
Principal
Assistant Superintendent of Business Services

Board Policy Reference:
1330 Public Use of Facilities
3513.3 Tobacco-Free Schools
5142 Safety

Exhibits
Red-Yellow-Green

Promotion of Activities and Use of School's Name
SCOs may use the name of the school in their fundraising efforts, however, all solicitations and promotional material must clearly state that the fundraising is conducted by the SCO and not the school or VUSD.

The principal may authorize distribution of printed materials prepared by SCO using Peach jar, which further VUSD's goals, directly benefit students, support the educational mission of VUSD, or are of intrinsic value to the school's students. Commercial advertising is prohibited if it is inconsistent with the school's policies or objectives. All Commercial advertising must be approved by the Superintendent or designee. Political and religious materials are subject to additional requirements.

Other promotional materials requiring VUSD administration approval:

1. Hanging of banners or signs
2. Distribution of surveys and questionnaires requiring student or parent response

Promotional materials will be prohibited if the content:

1. Obscene, libelous, or slanderous
2. Incite students to commit unlawful acts or violate school rules
3. Discriminates against, attacks, or denigrates any group based on sex, disability, race, color, natural origin, religious creed, age, marital status, or sexual orientation
4. Solicit funds, except where authorized by Board Policy
5. Promotes use or sale of materials or services inconsistent with the school's objectives
6. Ads for tobacco, intoxicants, or R or NC-17 rated movies

VUSD Contacts
Principal
Directors of Educational Excellence and Innovation
Assistant Superintendent of Business Services

Board Policy Reference:
1230 School Connected Organizations
1325 Advertising and Promotion

Fundraising Activities

SCOs operate to promote and provide support for student participation in co-curricular activities, which includes financial support. Education Code Section 51521 requires that all organizations that fundraise for VUSD, schools, co-curricular activities or students obtain prior approval from the Board of Education or its designee.

> No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards. The prohibitions of this section shall not apply with respect to any solicitation or contribution the total proceeds of which are delivered to a public school, nor to a solicitation of a transfer to be affected by a testamentary act (Section 51521).

VUSD, its schools, and their student associations, are only allowed to assess fees or charge students for certain purposes. SCOs may charge fees or solicit donations for any of their fundraising efforts provided that:

1. The fundraising activity is not an official school-sponsored event
2. Student participation is voluntary
3. Grades are not determined or dependent upon a student's participation in the activity
4. VUSD does not collect attendance for the student's participation

In accordance with Education Code Section 51521, programs, fundraisers or other activities sponsored by SCOs must be authorized and conducted according to local board policy, laws, and school rules. SCOs must abide by the following:

1. Prior authorization is required in advance for all fundraising activities by the principal or business services department.
2. Fundraising activities must be non-partisan, nonpolitical, nonsectarian, and nondenominational.
3. SCO fundraisers will not duplicate or interfere with those of the school or other SCOs. The principal has the authority to limit the number or type of on-campus fundraisers.
4. Students may only participate in fundraising activities as volunteers, and only with the approval of the principal.
5. Fundraising activities may not be coercive or require students or site staff to raise a specified amount of money or sell a specified number of items. SCOs may not track individual student accounts. The demand for staff time must be minimal and the fundraising activity will not interfere with instructional time or otherwise interfere with VUSD employee working hours.
6. Fundraising activities must contribute to the school site's educational

program or otherwise benefit the school in an appropriate manner.
7. Funds generated by SCOs from activities that are planned, operated, and run by parents are non-ASB funds and are not to be kept in ASB accounts.
8. SCOs must collect and maintain funds by their own organization and will not use VUSD's tax identification number.
9. SCOs may donate to student ASB accounts, but not vice versa.

No students shall be made to feel uncomfortable or pressured to provide funds, and care should be taken to stress that all donations are voluntary. No students shall be barred from a school-sponsored activity because they did not participate in fundraising.

VUSD staff will not be used to collect, handle, or account for any funds collected from SCO fundraisers. As such, VUSD requires that parent liaisons solicit, receive, and account for all fundraising on behalf of SCOs.

Sales of any food is subject to approval by Child Nutritional Services, and sales cannot occur during regular school hours.

VUSD Contacts:
Principal
Directors of Educational Excellence and Innovation
Assistant Superintendent of Business Services
Director Child Nutrition Services

Board Policy Reference:
1230 School Connected Organizations
1321 Solicitation of Funds from and By Students
3260 Fees and Charges
3554 Other Food Sales

Exhibits
Child Nutritional Services

Donation and Gift Guidelines
The Board of Trustees may accept, on behalf of and for VUSD, any bequest or gift of money or property suitable for VUSD's purposes. Once a gift is accepted by the Board of Trustees, it becomes the property of VUSD.

Donation Criteria and Procedure:

1) Prospective donor shall indicate in writing on the standard form the nature of the potential donation as well as any preference the donor has as to how or where the donation is used.
2) The prospective donation will be reviewed to determine its suitability and compliance with VUSD policies and regulations, to ensure products meet our performance criteria, and to ensure the donation will not create an undue financial burden through on-going costs once the donation is accepted.
3) The donation may not be recommended for acceptance if it:
    a. Would violate the principle of equal opportunity for all students at a given grade level or create significant inequities between schools
    b. Would imply the endorsement of a particular business or product or any specific political or religious point of view
    c. Would conflict with any provisions of state or local laws and regulations
    d. Would not have a purpose consistent with the goals of the educational program
    e. Would it be inappropriate or harmful to the welfare of students
    f. Would result in excessive maintenance, installation, or unacceptable continuing costs to VUSD
    g. Would restrict or otherwise limit the school program
    h. Would not, if the gift constitutes a piece of equipment, meet accepted quality, performance, and safety standards
    i. Constitutes a book or set of books and does not appear on the list of a recognized professional library agency-association and/or is not deemed by the Superintendent to be acceptable and of educational value
    j. Involves funds raised wholly or partially through anonymous or unidentified solicitation
4) Donation proposals, which are recommended for acceptance, will be placed on the agenda of the next meeting of the Board of Trustees.
5) VUSD staff may not use or handle any gift or funds until the Board of Trustees have accepted the donation.

Donations of facility improvement projects will be subject to the additional criteria found in the *Campus Modification and Improvement Projects* section.

Donations may not be used to contribute to a staff member's VUSD salary.

All checks must be made payable to Vista Unified School District. Direct monetary donations to VUSD staff are prohibited.

Donations of computer technology, hardware, software, and peripheral devices will be evaluated by VUSD's Information Technology department to ensure compatibility with VUSD's network and other computer systems. Unauthorized hardware and software can unduly expose our systems to viruses, hacking, or violations of our licensing agreements that would not otherwise exist, or it may not function at all under our configurations. Hardware must be new and meet VUSD's performance criteria. The IT department may require that hardware be of a certain make and model in order to ensure that VUSD staff or its service contractors are able to support the equipment. For all of the foregoing reasons, VUSD prefers to accept monetary donations for technology and purchase the equipment or software for the school according to the donor's wishes.

Personal Gifts to Staff

The Board discourages students and parents from giving gifts to staff members and instead encourages them to write personal notes of appreciation.

No VUSD employee or member of the Board of Trustees may accept personal gifts, commissions, or expense-paid trips from any individual or company selling equipment, materials, or services required for the operation of VUSD programs unless the item is a promotional or advertising item which is offered free to all potential buyers.

VUSD Contacts:
Principal
Superintendent
Assistant Superintendent of Business Services

Board Policy Reference:
3290 Gifts, Grants, Bequests

Financial Procedure Requirements

While not required, all SCOs should develop a budget at the beginning of the school year to project expected revenues and expenses. The budget should outline and control the financial program from July 1 to June 30 of each school year. The budget should also include annual goals and a plan for achieving those goals by considering estimated revenue, estimated expenses, and estimating reserves and carryover.

At a minimum, the SCO's membership should be provided with a financial statement and bank reconciliation at the end of each semester, and monthly copies should be available for review. The financial statement should provide a comparison of budgeted versus actual revenues and expenditures. Cash receipts and disbursement reports should be available for review when needed and at year end.

Depending upon the source of revenue, the following considerations are necessary:

1. Use of VUSD facilities requires prior approval and a facilities use permit, which can be initiated at the site by the principal or director.
2. Use of VUSD kitchen facilities requires an additional application through the Child Nutrition Services office.
3. Calendar reservations for any type of activity involving students on or off campus must be made at least two weeks prior to the event by the supervising employee to the principal and/or Business Services office.
4. Guidance for fundraising events has been included elsewhere in this document.
5. Deposits of funds should be made in total and in a timely manner to their bank account.

SCO disbursements should observe the following guidance:

1. Direct payment to VUSD employees is prohibited.
2. Disbursements should be made by check and never from cash collections.
3. Checks should be made payable to a person, firm, or organization, and never to "cash."
4. The purchase of alcohol, tobacco, or related products is prohibited.
5. SCO funds to pay for coaches or other additional services through VUSD payroll must be deposited into the VUSD account BEFORE payroll deadlines.

All financial records are subject to audit by VUSD or its agents. VUSD recommends that SCOs undergo an independent financial audit on an annual basis.

VUSD Contacts:
Principal
Superintendent
Assistant Superintendent of Business Services

Board Policy Reference:
1230 School Connected Organizations
1321 Solicitation of Funds from and By Students
3260 Fees and Charges
3290 Gifts, Grants, Bequests
3554 Other Food Sales

Exhibits
Process to Pay Coaches

Campus Modification and Improvement Projects

To ensure the safety of students and staff, conformance with each school's master plan and aesthetics, and compliance with VUSD's obligations to its employees, any projects involving maintenance, construction, modification, or improvement of VUSD facilities or grounds must be approved by the Superintendent or Assistant Superintendent of Business Services prior to any work commencing on the project.

Projects must comply with all applicable health, safety, building, life safety, fire, disability access, and environmental codes and may not circumvent public works regulations, the public contracts code, or interfere with VUSD's collective bargaining agreements. Depending on the scope of the project, VUSD may assign on-site supervision or require approval from the Department of the State Architect.

Examples of such work include, but are not limited to:

1. Alterations, additions or repairs to buildings and grounds
2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground/athletic equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning, or removal
12. Beautification projects

Obtaining prior approval and seeking input from the Assistant Superintendent of Business Services in the planning stages will save time and resources by identifying VUSD requirements, safety issues, or potential obstacles in advance of starting the project.

VUSD Contacts:
Principal
Assistant Superintendent of Business Services

Board Policy Reference:
1240 Volunteer Assistance
3290 Gifts, Grants, Bequests

Naming of Facilities

The Board of Trustees is responsible for naming schools, buildings, parts of buildings, or athletic fields. The Board will determine a name in recognition of:

1. Individuals, living or deceased, who have made a significant contribution toward the acquisition and/or construction of the facility
2. Individuals, living or deceased, who have made contributions of state, national, or worldwide significance
3. The geographic area in which the school or building is located
4. The contributions of students, staff members, and community members who have been deceased for at least one year.

The renaming of existing schools or major facilities will occur only under extraordinary circumstances and after thorough study.

The Board may also consider memorials proposed by outside organizations, employees, or students of VUSD if they acknowledge students who graduated or attended a VUSD school and who lost their lives in military service of our country during a time of national conflict or war.

Proposals to rename schools, buildings, parts of buildings, or fields and memorial proposals must be submitted to the Superintendent for review. The Superintendent will establish a committee, which includes, but is not limited to, a student of the school site, a site staff member, a site administrator, a Business Services administrator, and a parent from the school site. The committee will meet with representatives of the group proposing to rename the facility or memorial. The committee will review the proposal and gain consensus and agreement as to the type, size, style, location, materials, cost, maintenance, safety, and funding of any memorial or renaming project.

The recommendation or consensus of the committee will be submitted to the Superintendent and to the Board of Trustees for final review and approval.

Memorial construction on school sites will be supervised by VUSD and will become property of VUSD when complete.

VUSD Contacts:
Superintendent
Assistant Superintendent of Business Services

Board Policy Reference:
1240 Volunteer Assistance
3290 Gifts, Grants, Bequests
7310 Naming of Facility

Field Trip Guidelines

SCOs may wish to support school-sponsored field trips or conduct field trips under their own auspices. School-sponsored trips, including athletic trips, fall under the following guidelines:

1. The teacher planning the field trip must submit a written request to the principal for authorization to conduct the trip. The request shall be made at least 30 school days in advance of the scheduled date of the trip, allowing sufficient time for necessary approvals.
2. Transportation arrangements, hotel reservations, entry fees, deposits, or other non-refundable trip-related expenses should not be paid until the trip has been approved by the Board of Trustees.
3. All trips require prior approval of the Board of Trustees.
4. Students must have parental permission signed on VUSD's standard form.
5. Students are under the jurisdiction of VUSD and are subject to all board policies, administrative regulations, and school rules while participating in the trip.
6. A certificated staff member shall accompany students and assume responsibility for their proper conduct.
7. Adult-to-student ratio shall generally be 1:20 but other student ratios may be applicable based on class size; the Superintendent or Designee reserves the right to require additional chaperones depending on the nature of the trip.
8. VUSD staff and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying students on a field trip.
9. VUSD funds may not be used to cover any expenses of pupils participating in out-of-state trips. VUSD may pay expenses of VUSD staff and adult chaperones when authorized.
10. No student may be prevented from making the trip due to a lack of funds; if a student is denied participation because of a lack of funds, the trip will not be authorized as school-sponsored
11. Swimming is not allowed on school-sponsored trips unless planned and approved in advance by administration and the students' parents.
12. All students must have valid health or accident insurance while participating in any school-sponsored trip.
13. If there are any students with medical issues (e.g. allergies, diabetes, etc.) all medical issues must be listed and a nurse, or other certified person, must accompany that student on the trip.

Transportation for all school-sponsored trips, whether in school buses, charter services, or VUSD-owned vans must be arranged by the VUSD's Transportation Department.

Volunteer or parent/self-transportation to and from school sponsored activities must be approved prior to the field trip. All volunteers must follow the Volunteer Driver Application. VUSD liability is secondary to driver's primary automobile insurance.

Any trips that are wholly organized and funded by SCOs which do not adhere to the above requirements or obtain the necessary approvals will not be considered school-sponsored or benefit from VUSD's liability insurance coverage.

VUSD Contacts
Principal
Directors of Educational Excellence and Innovation
Assistant Superintendent of Business Services
Director of Transportation

Board Policy Reference:
3540 Transportation

Administrative Regulations:
3541 Transportation
3541.1 School-Related Trips (Transportation)

Exhibits
Volunteer Driver Application
Transportation Request

Fingerprinting Guidelines

All certificated and classified staff must complete a criminal background investigation prior to obtaining their credential and or working for VUSD. VUSD must also conduct a background investigation of non-certificated (classified) staff prior to hire. Whenever VUSD contracts for services and the contractor's employees will have contact with students, it must either require the contractor to conduct a background on its employees, or VUSD must take steps to ensure that the contractor's employees interaction with students is severely limited, such as continually monitoring the work performed by the contractor or constructing a barricade between the work and students.

VUSD may require volunteers to submit to a fingerprint check with the Department of Justice if there is likelihood that the volunteer will be on campus and potentially have unsupervised contact with students.

All coaches who are hired or paid a stipend by SCOs must be fingerprinted and clear the background investigation prior to working as a coach in a school-sponsored program.

SCOs are encouraged to follow the fingerprinting and background checking requirements VUSD is subject to and fingerprint their paid staff and any volunteers who may have unsupervised contact with students while acting on the organization's behalf.

VUSD Contacts
Assistant Superintendent of Human Relations
Directors of Human Relations
Assistant Superintendent of Business Services

Board Policy Reference
1240 Volunteer Assistance

Insurance Provisions

VUSD's liability insurance coverage will apply for any official school-sponsored activity supervised by certificated staff who are being paid by VUSD to supervise the activity. Any activity which is organized, controlled, and supervised by outside group or VUSD staff who are acting on their own behalf or that of an outside group will not be considered school-sponsored by VUSD or its insurance carriers. VUSD's workers' compensation insurance coverage will only cover VUSD staff who are being paid directly by VUSD and acting within the official scope of their VUSD employment. Volunteers are not covered under VUSD's workers' compensation insurance.

Any group conducting activities on VUSD property must complete an on-line Facility Use Application and provide a certificate of insurance evidencing commercial general liability insurance with limits of no less than $1,000,000 per occurrence. The certificate of insurance must also be accompanied by a separate additional insured endorsement form naming "Vista Unified School District, its Board of Trustees, officers, employees and agents" as additional insureds on the commercial general liability insurance policy. VUSD does not accept statements made on a certificate of insurance as sufficient proof of additional insured status due to the many disclaimers, to the contrary made elsewhere on the certificate form.

Groups conducting multiple events throughout the school year may issue one certificate of insurance and additional insured endorsement to cover all its activities until its policy expires.

Carrying the minimum insurance required by VUSD does not limit SCO's liability to VUSD or to the public in the event of a claim. You are encouraged to contact your insurance agent to determine your group's exposure and tolerance to risk.

For information on VUSD's insurance requirements or other liability issues contact the Business Services or Risk Management departments.

VUSD Contacts:
Assistant Superintendent of Business Services

Board Policy Reference:
1330 Public Use of District Facilities
3530 Risk Management

Exhibits
Volunteer Driver Application

EXHIBITS

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GUIDELINES FOR SCHOOL-CONNECTED ORGANIZATIONS
Acknowledgment Form

Organization Name:_____

I have read the Guidelines for School-Connected Organizations and agree to comply with them.

Officer Name:_____

Title:_____

Signature:_____ Date:_____



SCHOOL CONNECTED ORGANIZATION AGREEMENT TO SUPPORT EQUAL OPPORTUNITY IN DISTRICT ATHLETICS

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) prohibits discrimination based on sex in education programs. Athletics are considered an integral part of the Vista Unified School District's ("District") education program, and therefore the District has a responsibility to ensure its athletic programs provide equivalent benefits and services to both sexes. SCOs acknowledge that any funds, benefits, and services provided by the SCOs are subject to these equity requirements, and agree that the District, in its discretion, may reallocate any such funds, benefits, and services to ensure equity under the law.

By my signature below, I certify that I have read the above Title IX requirements and consent to the content.

Organization Name: _____

Officer Name: _____

Title: _____

Signature: _____

Date: _____



ANNUAL SCHOOL CONNECTED ORGANIZATION APPROVAL FORM
Booster Clubs, Parent Organizations, Foundations, Groups

Board Policy 1230 requests that all groups desiring to be recognized as school-connected organizations request authorization from the Board of Trustees. The following form addresses each of the required components of the Board Policy, as well as allows the District to comply with the requirements of Governmental Accounting Standards Board (GASB) Statement Number 39.

This approval is for the current fiscal (school) year (July 1 through June 30), is due and renewed each year. This form must be submitted to the Assistant Superintendent of Business Services by the 1st Monday in October.

Organization Name: _____

Date of Application: _____

Names, addresses and phone numbers of all officers. No permanent VUSD employee, regardless of their work location, should handle any of the financial activities of this Organization.

	Insert Information Below (Name, phone, address)
President	
Vice-President	
Treasurer	
Secretary	

Brief description of the organization purpose, and the objectives for the school year:

ATTACHED:

District Policy Acknowledgment Forms	Yes	No
Agreement to Support Equal Opportunity in Athletics	Yes	No
Hold Harmless Agreement	Yes	No
Certificate of Liability (current)	Yes	No
Annual Financial Statement (most recent year)	Yes	No
Form 990 (most recent year)	Yes	No
By-Laws	Yes	No
Conflict of Interest Policy	Yes	No

SAMPLE CONFLICT OF INTEREST POLICY
New or Small Organizations with No Affiliates

This policy is intended for new or small charitable organizations that do not have affiliates. It is designed to be easy to use. There are many alternatives to the approach taken here – organizations should think through the kinds of conflicts of concern to them and consider appropriate changes. Because this policy is complex, organizations should consult with their lawyers before making changes.

This sample is being circulated for general guidance only and is not intended to provide, and should not be relied upon as, legal advice.

Conflict of Interest and Compensation Policy of [your organization]
("the Corporation")

Adopted by the SCO Board of Directors on [Date]

I. Overview

1. Purpose

The purpose of this Conflict of Interest and Compensation Policy (the "policy") is to protect the Corporation's interests when it is considering taking an action or entering into a transaction that might benefit the private interests of a director, officer or **key person**[1], result in the payment of excessive compensation to a director, officer or key person; or otherwise violate state and federal laws governing conflicts of interest applicable to nonprofit, charitable organizations.

2. Why is a policy necessary?

As a nonprofit, charitable organization, the Corporation is accountable to both government agencies and members of the public for responsible and proper use of its resources. Directors, officers and employees have a duty to act in the Corporation's best interests and may not use their positions for their own financial or personal benefit.

Conflicts of interest must be taken very seriously since they can damage the Corporation's reputation and expose both the Corporation and affiliated individuals to legal liability if not handled appropriately. Even the appearance of a conflict of interest should be avoided, as it could undermine public support for the Corporation.

3. To whom does the policy apply?

This policy applies to all directors, officers and key persons ("you")[2].

[1] **Key person** means a person, other than a director or officer, whether or not an employee of the Corporation, who:

a) has responsibilities, or exercises powers or influence over the Corporation as a whole similar to the responsibilities, powers, or influence of directors and officers;
b) manages the Corporation, or a segment of the Corporation that represents a substantial portion of the activities, assets, income, or expenses of the Corporation; or
c) Alone or with others controls or determines a substantial portion of the Corporation's capital expenditures or operating budget.

[2] Organizations may choose to make the policy applicable to all their employees, not just key persons.

II. Identifying Conflicts of Interest

1. **What is a conflict of interest?**
   A potential conflict of interest arises when a director, officer or key person, or that person's **relative**[3] or business (a) stands to gain a financial benefit from an action the Corporation takes or a transaction into which the Corporation enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director, officer or key person in discharging their duties to the Corporation.

2. **What are some examples of potential conflicts of interest?**
   It is impossible to list all the possible circumstances that could present conflicts of interest. Potential conflicts of interest include situations in which a director, officer or key person or that person's relative or business:
   - has an ownership or investment interest in any third party that the Corporation deals with or is considering dealing with;
   - serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that the Corporation deals with or is considering dealing with;
   - receives or may receive compensation or other benefits in connection with a transaction which the Corporation enters into;
   - receives or may receive personal gifts or loans from third parties dealing with the Corporation;
   - serves on the board of directors of another nonprofit organization that is competing with the Corporation for a grant or contract;
   - has a close personal or business relationship with a participant in a transaction being considered by the Corporation;
   - Would like to pursue a transaction being considered by the Corporation for their personal benefit.

3. In situations where you are uncertain, err on the side of caution and disclose the potential conflict as set forth in Section III of this policy.

4. **A potential conflict is not necessarily a conflict of interest**. A person has a conflict of interest only if the audit committee decides, pursuant to Section IV of this policy, that a conflict of interest exists.[4]

III. Disclosing Potential Conflicts of Interest

[3] **Relative** means a person's spouse or domestic partner, ancestors, brothers and sisters (whether whole or half- blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren and great-grandchildren.

[4] Alternatively, the policy could provide for disclosure (1) to the board of directors, in which case, the board would decide both whether there is a conflict and how to handle the conflict; or (2) to a different board committee.

1. You must disclose to the best of your knowledge all potential conflicts of interest as soon as you become aware of them and always before any actions involving the potential conflict are taken. Submit a signed, written statement disclosing all the material facts to the audit committee.

2. You must file an annual disclosure statement in the form attached to this policy. **If you are a director**, you must also file this statement prior to your initial election. Submit the form to the chair of the audit committee.

IV. Determining Whether a Conflict of Interest Exists[5]

1. After there has been disclosure of a potential conflict and after gathering any relevant information from the concerned director, officer or key person, the audit committee shall determine whether there is a conflict of interest. The director, officer or key person shall not be present for deliberation or vote on the matter and must not attempt to influence improperly the determination of whether a conflict of interest exists.

2. In determining whether a conflict of interest exists, the audit committee shall consider whether the potential conflict of interest would cause a transaction entered into by the Corporation to raise questions of bias, inappropriate use of the Corporation's assets, or any other impropriety.

3. A conflict always exists in the case of a **related party transaction –** a transaction, agreement or other arrangement in which a **related party**[6] has a financial interest and in which the Corporation or any affiliate of the Corporation is a participant.[7]

4. If the audit committee determines that there is a conflict of interest, it shall refer the matter to the board of directors ("board").

V. Procedures for Addressing a Conflict of Interest

[5] Alternatively, the policy could provide for disclosure (1) to the board of directors, in which case, the board would decide both whether there is a conflict and how to handle the conflict; or (2) to a different board committee.

[6] A **related party** is:

1. a director, officer or key person of the Corporation or any affiliate of the Corporation, or
2. a relative of any individual described in (1), or
3. an entity in which any individual described in (1) or (2) has an ownership or beneficial interest of 35% or more, or in the case of a partnership or professional Corporation, a direct or indirect ownership interest in excess of 5%.

[7] A transaction is not a related party transaction if:

1. the transaction, or the related party's financial interest in the transaction, is *de minimis*;
2. the transaction would not customarily be reviewed by the board or the boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms;
3. the transaction constitutes a benefit provided to a related party solely as a member of a class of beneficiaries that the Corporation intends to benefit as part of the accomplishment of its mission (and that benefit is available to all similarly situated members of the same class on the same terms).

1. When a matter involving a conflict of interest comes before the board, the board may seek information from the director, officer or key person with the conflict prior to beginning deliberation and reaching a decision on the matter. However, a conflicted person shall not be present during the discussion or vote on the matter and must not attempt to influence improperly the deliberation or vote.

2. **Additional Procedures for Addressing Related Party Transactions**
   a. The Corporation may not enter into a related party transaction unless, after good faith disclosure of the material facts by the director, officer or key person, the board or a committee authorized by the board determines that the transaction is fair, reasonable and in the Corporation's best interest at the time of such determination.

   b. If the related party has a substantial financial interest, the board or authorized committee shall:

      i. prior to entering into the transaction, consider alternative transactions to the extent available;

      ii. approve the transaction by a vote of not less than a majority of the directors present at the meeting; and

      iii. contemporaneously document in writing the basis for its approval, including its consideration of any alternative transactions.

VI. Minutes and Documentation

The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include:

a. the name of the interested party and the nature of the interest;

b. the decision as to whether the interest presented a conflict of interest;

c. any alternatives to a proposed contract or transaction considered by the board; and

d. if the transaction was approved, the basis for the approval.

VII. Prohibited Acts

The Corporation shall not make a loan to any director or officer.

VIII. Procedures for Determining Compensation

1. No person shall be present for or participate in board or committee discussion or vote pertaining to:

a. their own compensation;

b. the compensation of their relative;

c. the compensation of any person who is in a position to direct or control them in an employment relationship;

d. the compensation of any person who is in a position to directly affect their financial interests; or

e. any other compensation decision from which the person stands to benefit.

2. In the case of compensation of Key Persons, the following additional procedures apply:

a. The board or a committee authorized by the board shall approve compensation before it is paid.

b. The board or authorized committee shall base approval of compensation on appropriate data, including compensation paid by comparable organizations (three are sufficient if the Corporation's income is less than $1,000,000) for functionally similar positions, availability of similar services in the geographic area of the Corporation, and compensation surveys compiled by independent firms.

c. The board or authorized committee shall contemporaneously document:

i. the terms of compensation and date of determination;

ii. the members of the board or committee who were present and those who voted for it;

iii. the comparability data relied on and how it was obtained;

iv if the compensation is higher or lower than the range of comparable data, the basis for the determination, and;

v. any actions with respect to consideration of the compensation by anyone on the board or committee who had a conflict of interest with respect to the matter.

[Your organization]

Conflict of Interest Disclosure Statement

By signing below, I affirm that:

1. I have received and read a copy of the Conflict of Interest and Compensation Policy;
2. I agree to comply with the policy;
3. I have no actual or potential conflicts as defined by the policy or if I have, I have previously disclosed them as required by the policy or am disclosing them below.

Disclose here, to the best of your knowledge:

1. any entity in which you participate (as a director, officer, employee, owner, or member) with which the Corporation has a relationship;
2. any transaction in which the Corporation is a participant as to which you might have a conflicting interest; and
3. any other situation which may pose a conflict of interest.

Name:

Position:

Signature:

Date:



PROCESS TO PAY COACHES

Coaches must be approved through the VUSD Human Relations employment process.

School Connected Organization (SCO) representative is to email a list of coaches; with full names and the amount each coach will be paid. The SCO representative is to mail or present a check (payable to VUSD) in the amount to cover the coaches' stipends (memo or transmittal must indicate the name(s) of coaches being paid). Contact information for the SCO representative should be included in case there are questions.

PAYMENT TO COACHES WILL NOT BE MADE UNTIL AFTER DISTRICT RECEIVES SCO FUNDS

Site Secretary or School Finance Technician will review with District HR to confirm the coach is an employee and that all paperwork has been turned in. Site Secretary or School Finance Technician will coordinate with the SCO representative for any incomplete documentation. The SCO representative is responsible for communications with the coach through this process.

Site Secretary or Finance Clerk will oversee the creation of the Extra Work Agreement (EWA) once all paperwork has been completed. The EWA must go through all proper approvals authorizing the work to be performed prior to the coach providing any services.

Once approved, the coach is then authorized to work for the District. To receive compensation, a timesheet must be maintained to track hours worked. At the end of the month, the complete timesheet is to be turned in to the Site Secretary or School Finance Technician for payroll processing. If processed within the applicable monthly payroll timelines, the paycheck will be completed and issued at the end of the following month.

All compensation is subject to withholding of applicable taxes, retirement (STRS/PERS), and benefits.

Vista Unified School District

Hold Harmless and Indemnification Agreement

Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, Applicant agrees at all times to protect, indemnify, and hold Vista Unified School District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees free and harmless, and to provide legal defense, from any and all liabilities, claims, losses, judgments, damage, demands or expenses resulting from the Applicant's use or occupancy of the District's facilities and/or the active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

1. the loss of or damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;

2. the injury to or death of any person including, but not limited to, the officers, members, representative, agents, guests, invitee, and/or employees of the Applicant or of the District; or

3. damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the District's facilities.

Applicant further agrees to reimburse the District for all liabilities, claims, losses, judgments, damage, demands, expenses, fines, penalties, including reasonable attorneys' fees imposed or incurred by the District because of the Applicant's use or occupancy of the District's facilities and/or active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees.

Name (print)	Phone Number
Signature	Date
Agency Name	Agreement/Contract Number

VISTA UNIFIED SCHOOL DISTRICT

Business and Non-instructional Operations Exhibit (1) 3541.1

TRANSPORTATION FOR SCHOOL - RELATED TRIPS

SCHOOL DRIVER REGISTRATION FORM

DRIVER INFORMATION

Driver (circle one): Employee Parent/Guardian Volunteer
Name:_____ Date of Birth:_____
Address:_____
Telephone: (___)_____ Cell Phone: (___)_____
Driver's License No.:_____ Expiration Date:_____

VEHICLE INFORMATION

Name of Owner:_____
Address:_____
Make:_____ Year:_____ License Plate No.:_____
Registration Expiration:_____ Seating Capacity:_____

INSURANCE INFORMATION

Insurance Company:_____ Telephone: (___)_____
Policy No.:_____ Expiration Date:_____
Liability Limits of Policy:_____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the District.

Name:_____ Date:_____

TRANSPORTATION FOR SCHOOL - RELATED TRIPS

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

1. Be sure that you have registered with the District for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.

2. Your vehicle must be designed and manufactured to carry not more than 9 passengers in addition to that of the driver.

3. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.

4. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as you can safely sit in the passenger compartment.

4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.

5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.

6. Obey all traffic laws.

7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the District office.

VISTA UNIFIED SCHOOL DISTRICT

Business Services
1234 Arcadia Avenue, Vista CA 92084 (760) 726-2170 Serving
the Communities of Vista, Oceanside,
San Marcos, Carlsbad and San Diego County
www.vistausd.org

Board Members
Rena Marrocco
Sue Martin
Mike Markov
Martha Alvarado
Cipriano Vargas

Superintendent
Dr. Matt Doyle

MEMORANDUM

To: VUSD School Sites

Re: Competitive Food Sales and Selling Non-Compliant Foods to Students

If your school site wants to sell food to students before, during or after the school day, there are a few steps that you will need to complete. Attached you will find documents that will assist you in getting approval to sell these types of foods.
Attached are the following:

-SB 12 and SB 965 Compliant Foods Regulations for Elementary, Middle and High Schools
-VUSD Administrative Regulation No. 3554
-Education Code Section 49431.2
-CNS Request Form to Sell Non-Reimbursable Foods to Students.

Please review the attached reference material and submit the required documentation to the CNS Office. If you have any questions, please do not hesitate to contact the Child Nutrition Services offices; 760-726-2170 Ext. 92400.

We look forward to serving you in the years to come.

Sincerely,

Karolyn Wasung

Karly Wasung, MDA, RON
Director, Child Nutrition Services
karolynwasung@vistausd org

Competitive Food Sales Laserfiche Form

NON-CHARTER PUBLIC SCHOOLS

ELEMENTARY SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431, 49431.7; *California Code of Regulations* sections 15575, 15577, 15578; *Code of Federal Regulations* sections 210.11, 220.12

An **elementary school** contains no grade higher than grade 6.
Effective from midnight to one-half hour after the end of the official school day.
Applies to ALL foods sold to students by any entity.
Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant foods

Must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans-fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per item/container (no exceptions), **and**
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

* A whole grain item contains:

- The statement "Diets rich in whole grain foods… and low in total fat… may help reduce the risk of heart disease…," **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT'S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

ELEMENTARY SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

An **elementary school** contains no grade higher than grade 6.
Effective from midnight to one-half hour after the end of the official school day.
Applies to ALL beverages sold to students by any entity.
Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, or water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
   - **a.** ≥ 50% juice **and**
   - b. No added sweeteners
   - c. ≤ 8 fl. oz. serving size
2. Milk:
   - **a.** Cow's or goat's milk, **and**
   - **b.** 1% (unflavored), nonfat (flavored, unflavored), **and**
   - **c.** Contains Vitamins A & D, **and**
   - **d.** ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
   - e. ≤ 28 grams of total sugar per 8 fl. oz.
   - f. ≤ 8 fl. oz. serving size
3. Non-dairy milk:
   - a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), must contain per 8 fl. oz.:
     - ≥ 276 mg calcium
     - ≥ 8 g protein
     - ≥ 500 IU Vit A
     - ≥ 100 IU Vit D
     - ≥ 24 mg magnesium
     - ≥ 222 mg phosphorus
     - ≥ 349 mg potassium
     - ≥ 0.44 mg riboflavin
     - ≥ 1.1 mcg Vit B12, **and**
   - **b.** ≤ 28 grams of total sugar per 8 fl. oz., **and**
   - c. ≤ 5 grams fat per 8 fl. oz.
   - d. ≤ 8 fl. oz. serving size
4. Water:
   - a. No added sweeteners
   - b. No serving size

All beverages must be caffeine-free (trace amounts are allowable).

ELEMENTARY SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.
Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND **all** of the following:

1. Only **one food or beverage item** per sale.
2. The food or beverage item must be **pre-approved** by the **governing board** of the school district.
3. The sale must occur **after the last lunch period** has ended.
4. The food or beverage item **cannot be prepared on campus.**
5. Each school is allowed **four sales** per year.
6. The food or beverage item cannot be the same item **sold in the food service program** at that school during the same school day.

MIDDLE/HIGH SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578, *Code of Federal Regulations* sections 210.11, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.
A **high school** contains any of grades 10 to 12.
Effective from midnight to one-half hour after the end of the official school day.
Applies to **ALL** foods sold to students by any entity.
Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

"Snack" foods must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutritional standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
- < 0.5 grams trans-fat per serving (no exceptions), **and**
- ≤ 200 milligrams sodium per item/container (no exceptions), **and**
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutritional standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans-fat, sodium, and calories.

"Entrée" foods must be intended as the main dish and be a:

- Meat/meat alternate and whole grain rich food, **or**
- Meat/meat alternate and fruit or non-fried vegetable, **or**
- Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a "snack" food).

AND

A competitive entrée **sold by District/School Food Service the day of or the day after** it appears on the reimbursable meal program menu must be:

- ≤ 400 calories, **and**
- ≤ 35% calories from fat
- < 0.5 grams trans-fat per serving

A competitive entrée **sold by Food Service if NOT on the menu the day of or day after or any other entity (PTA, student organization, etc.)** must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item (or have one of these as the first ingredient), **or**
- Be a combination food containing at least ¼ cup fruit or vegetable

AND meet the following nutrition standards:

- ≤ 35% calories from fat, **and**
- < 10% calories from saturated fat, **and**
- ≤ 35% sugar by weight, **and**
- < 0.5 grams trans-fat per serving, **and**
- ≤ 480 milligrams sodium, **and**
- ≤ 350 calories

* A whole grain item contains:

- The statement "Diets rich in whole grain foods… and low in total fat… may help reduce the risk of heart disease…," **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT'S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

MIDDLE/HIGH SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.
A **high school** contains any of grades 10 to 12.
Effective from midnight to one-half hour after the end of the official school day.
Applies to **ALL** beverages sold to students by any entity.
Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
   - **a.** ≥ 50% juice **and**
   - b. No added sweeteners
   - c. ≤ 12 fl. oz. serving size
2. Milk:
   - **a.** Cow's or goat's milk, **and**
   - **b.** 1% (unflavored), nonfat (flavored, unflavored), **and**
   - **c.** Contains Vitamins A & D, **and**
   - **d.** ≥ 25% of the calcium Daily Value per 8 fl. oz., **and**
   - e. ≤ 28 grams of total sugar per 8 fl. oz.
   - f. ≤ 12 fl. oz. serving size
3. Non-dairy milk:
   - **a.** Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3)), **and**
   - **b.** ≤ 28 grams of total sugar per 8 fl. oz., **and**
   - c. ≤ 5 grams fat per 8 fl. oz.
   - d. ≤ 12 fl. oz. serving size
4. Water:
   - a. No added sweeteners
   - b. No serving size limit
5. Electrolyte Replacement Beverages (**HIGH SCHOOLS ONLY**)
   - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
   - b. Water as first ingredient
   - c. ≤ 16.8 grams added sweetener/8 fl. oz.
   - d. 10-150 mg sodium/8 fl. oz.
   - e. 10-90 mg potassium/8 fl. oz.
   - f. No added caffeine
   - g. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)
6. Flavored Water (**HIGH SCHOOLS ONLY**)
   - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
   - b. No added sweetener
   - c. No added caffeine
   - d. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)

All beverages must be caffeine-free (trace amounts are allowable).

MIDDLE/HIGH SCHOOL-STUDENT ORGANIZATIONS

Reference: California Code of Regulations Section 15501

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.
Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND **all** of the following:

1. Up to **three categories** of foods or beverages *may* be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **pre-approved** by the governing board of the school district.
3. Only **one student organization** is allowed to sell each day.
4. Food(s) or beverage(s) **cannot** be **prepared on campus**.
5. The food or beverage categories sold **cannot** be the same as the categories **sold in the food service program** at that school during the same school day.
6. In addition to one student organization sale each day, any and **all student organizations** may sell on the **same four designated days** per year. School administration may set these dates.

VISTA UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE REGULATION NO. 3554

Business and Non-Instructional Operations

OTHER FOOD SALES

Requirements for School Participating in Federal Meal Program

For any district school participating in the National School Lunch and/or Breakfast Program, food and beverage sales **conducted** outside the district's food service program **on school campuses during the school day** shall comply with applicable nutritional standards specified in **7 CFR 210.11 and 220.12 or with state nutrition standards in** Education Code 49431**–49431.7** and 5 CCR **15500–15501 and** 15575-15578, **whichever rule is stricter**.

These standards shall apply to all competitive foods and beverages sold from midnight before the school day to one-half hour after the end of the school day. (7 CFR 210.11)

In a school with any of grades K-8 that is participating in the National School Lunch and/or Breakfast Program, the Superintendent or designee shall not permit the sale of foods by a student organization except when all of the following conditions are met: (5 CCR 15500)

1. **The student organization shall sell only one type of food item per sale.**
2. **The specific nutritious food item is approved by the Superintendent or designee in accordance with Board Policy.**
3. **The sale does not begin until after the close of the regularly scheduled midday food service period.**
4. **The sale during the regular school day is not of food items prepared on the premises.**
5. **There are no more than four such sales per year per school.**
6. **The food is not one sold in the district's food service program at that school during that school day.**

In any middle or high schools, a student organization may be approved to sell food items during or after the school day if all of the following conditions are met:

1. **Only one student organization conducts a food sale on a given day and the organization sells no more than three types of food or beverage items, except that up to four days during the school year may be designated on which any number of organizations may conduct the sale of any food items.**

2. **The specific nutritious food items are approved by the Superintendent or designee in accordance with Board policy.**

3. **Food items sold during the regular school day are not prepared on the premises.**

4. **The food items sold are not those sold in the district's food service program at that school during that school day.**

The Superintendent or designee shall maintain records and shall require organizations selling foods and beverages to maintain records, to document compliance with federal nutrition standards for all competitive foods and beverages sold through and outside the district's food services program. At a minimum, these records shall include receipts, nutrition labels, and/or product specifications. (7CFR 210.11)

Approved by Cabinet: June 23, 2016
Revision Reviewed by Cabinet: August 7, 2018

49431.2. (a) From the midnight before to 30 minutes after the end of the official schoolday, at each middle school or high school, the only competitive snack foods that may be sold to a pupil are fruit, vegetable, dairy, protein, or whole grain rich food items; foods with a fruit, vegetable, dairy, protein, or whole grain item as its first ingredient; or combination foods containing at least one-quarter cup of fruit or vegetable that meet all of the following standards:

(1) Not more than 35 percent of its total calories shall be from fat. This paragraph does not apply to the sale of nuts, nut butters, seeds, seed butters, reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, fruits, vegetables that have not been deep fried, seafood, or a dried fruit and nut and seed combination.

(2) Less than 10 percent of its total calories shall be from saturated fat. This paragraph shall not apply to reduced-fat cheese or part skim mozzarella cheese packaged for individual sale, nuts, nut butters, seeds, seed butters, or a dried fruit and nut and seed combination.

(3) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugars. This paragraph shall not apply to the sale of fruits, vegetables that have not been deep fried, or a dried fruit and nut and seed combination.

(4) Contains less than 0.5 grams of trans fat per serving.

(5) Contains not more than 200 milligrams of sodium per item, package, or container sold to a pupil.

(6) Contains not more than 200 calories per individual food item.

(b) (1) From the midnight before to 30 minutes after the end of the official school day, at each middle school or high school, a competitive entrée sold by the district food service department the day, or the day after, it is served on the federal National School Lunch Program or federal School Breakfast Program menu shall meet the following standards:

(A) Contains not more than 400 calories per entrée item.

(B) Not more than 35 percent of its total calories shall be from fat.

(C) Contains less than 0.5 grams trans fat per serving.

(D) Is offered in the same or smaller portion sizes as in the federal National School Lunch Program or federal School Breakfast Program.

(2) From the midnight before to 30 minutes after the end of the official school day, at each middle school or high school, a competitive entrée sold by the district food service department but not the day, or the day after, it is served on the federal National

School Lunch Program or federal School Breakfast Program menu, or a competitive entrée sold by any other entity, shall meet the following standards:

(A) Not more than 35 percent of its total calories shall be from fat.

(B) Less than 10 percent of its calories shall be from saturated fat.

(C) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar.

(D) Contains less than 0.5 grams of trans fat per serving.

(E) Contains not more than 480 milligrams of sodium.

(F) Contains not more than 350 calories.

(c) A middle school or high school may permit the sale of food items that do not comply with subdivision (a) or (b) in any of the following circumstances:

(1) The sale of those items takes place off of and away from school premises.

(2) The sale of those items takes place on school premises at least one-half hour after the end of the school day.

(d) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section.

(Amended by Stats. 2016, Ch. 280, Sec. 6. (SB 1169) Effective January 1, 2017.)

Vista Unified School District - CNS Department
Request to Sell Non-Reimbursable Foods

Non-Reimbursable Food Sales Procedure

District, state and federal guidelines regulate what food(s) can be sold on public school campuses. Food(s) sold outside of the Child Nutrition program are subject to the following approval process prior to their purchase and/or sale.

1. **Club or Group (ie. ASB or PTA) fills out request form to sell food(s). (See Below)**
2. **Club or Group submits request form to School Administration to sell food to students.**
3. **School Administration sends request form to CNS to evaluate compliance with state and federal school food and nutrition guidelines.**
4. **CNS evaluates food(s) to ensure compliance with state and federal school food and nutrition guidelines. To ensure your submission complies with nutrient guidelines, please visit the website below and fill in the nutrition facts for each item you would like to sell.** http://www.californiaprojectlean.org/doc.asp?id=180&parentid=95
5. **CNS sends notification along with complete nutritional analysis back to school administration giving determination of whether food sale is allowable.**
6. **School Administration notifies group of determination and if compliant, scheduling of food sale can begin. Food sale CANNOT conflict with breakfast or lunch service times.**
7. **If food(s) are found to be out of compliance, school administration is to inform group that food cannot be sold and that an alternate selection will have to be chosen. A new request form must be filled out.**

NOTE: School administration or organizations can contact CNS at any time for clarification.

Request Form to Sell Non-Reimbursable Foods to students

School Name_____Date_____

Name of Organization _____

Complete Food Description - **Nutrition facts must accompany request.**

_____

_____

_____

Date that food(s) will be sold_____ Time of day food(s) will be sold _____

Office Use Only Below this Line - Keep on file at school

☐ Principal Notified - Signature _____

☐ Sent to CNS for Approval - Date Sent: _____

Approved by CNS - YES ☐ NO ☐

CNS Official Name:_____Signature:_____Date: _____

Vista Unified Activities List

RED LIGHT - These activities are STRICTLY PROHIBITED, regardless of whether a vendor carries their own insurance coverage.

To ensure the safety of students and staff, Vista Unified School District has established policies that restrict certain activities on school sites. These restrictions are in place to minimize the risk of injury or harm and to maintain the District's insurance coverage. Certain activities have been deemed hazardous and are therefore **strictly prohibited**. Engaging in these activities may not only endanger student safety but also jeopardize the District's insurance protection. Additionally, some activities are specifically excluded by the District's insurance underwriter. It is important to note that administrators who authorize or permit any of the prohibited activities listed below may be **held personally liable**. All staff members are expected to be familiar with and adhere to these policies, especially when considering or sponsoring school events or activities.

Animal Related			
Animal Rides	Donkey Games		
CA Ed, Penal, and Civil Code Violations			
Alcohol Beverages (NONE)	Fortune Telling	Opportunity Drawings	Tarot Cards
Auction	Gambling	Raffles	
Bingo	Games of Chance	Silent Auction	
Hygiene and Health Code Violations			
Apple Bobbing	Cosmetic Services	Taffy Tug of War	
Car Wash Fundraising	Pie Throwing		
Hazardous Activities			
Ball Pits	Go-Carts	Moshing	Sucker Tug-of-War
Bounce Houses	Hamster Balls	'Nerf' Bow and Arrow	Sumo Wrestling
Bungee Jumping	Hang Gliding	Paint Ball Guns	Trampolines
Darts/Dart Games	Hayride	Parasailing	Tug of War
Dodge/Space Ball	Helmet Fairs	Rafting	Velcro Jumping (w/Trampoline)
Dunk (Flush) Tanks	Hot Air Balloons	Scooter Riding/Racing	Water Walking
*Flush'em	Human Canon Balls (or any variation)	Skateboarding	Watercraft
*Pitch Burst	Inflatable Slides	Slam Dancing	Zip Line
Fire Batons	Laser Tag	Snow Day	
Foam Parties	Mechanical Bulls	Stage Diving	
Sales & Commercial Activities with OUTSIDE vendors (i.e. - selling space for others to come to sell stuff)			
Craft Fairs	Fireworks Sales (Unsafe and Illegal)	Holiday Boutique	Swap Meets
Farmer Markets	Flea Market	Rummage Sales	Yard Sales
Unsafe Attractions/Activities for Participants, Viewers, and Facilities			
Aircraft Demonstrations	Golf Classes or Tournaments	Pyrotechnic (Fireworks) Displays	
Confetti Eggs	Monster Trucks	Skate Night -school premises	

ORANGE LIST - Participation in these activities is NOT APPROVED as District-Sponsored

Although certain ASB clubs at school sites may be approved to discuss or organize around the activities listed below, participation in these activities must be clearly separated from Vista Unified School District and its school sites. This is due to two primary reasons: (1) these activities are not recognized as CIF-approved sports, and (2) they carry a heightened risk of injury. District-approved ASB clubs may meet to discuss these activities; however, **any actual participation must occur independently**—outside the scope of VUSD sponsorship or school site affiliation. Parents and guardians must be explicitly informed that these activities are not sponsored or endorsed by Vista Unified School District.

Non-CIF Sports with High Risk of Injury		
Rugby	Mountain Biking	Surfing

Vista Unified Activities List

YELLOW LIGHT LIST - These Activities *MAY* be allowed, MUST submit requirements to Business Services to CLEAR!

From time to time, school sites may wish to sponsor activities that require additional insurance coverage, liability waivers, certificates of insurance, or other special arrangements. In such cases, it is essential that all sites follow Vista Unified School District guidelines without exception. Before planning or committing to any activity listed on the YELLOW LIGHT LIST, all requirements must be fully met, and the Business Services Office must be consulted. **Please note: Only the Assistant Superintendent of Business Services is authorized to sign any Hold Harmless Agreement on behalf of the District. No other staff member should enter into agreements that may imply or accept liability on behalf of Vista Unified School District.** All contracts, agreements, and related documents must be submitted to the Business Services Office for review prior to finalizing any arrangements.

*****ALL ONSITE EVENTS and ACTIVITIES scheduled outside of school classroom hours MUST be entered in SCHOOLDUDE with details.*****

ONSITE ACTIVITIES

Parent Permission Waiver REQUIRED		REQUIREMENTS to CLEAR:
Aerobics	Golf into Net (Wiffle Balls ONLY)	Link to VUSD Student Waiver Form — Link to VUSD Student Waiver (Spanish)
Babysitting	Gymnastics	**ADDITIONAL REQUIREMENTS:**
Ballet	Picnic-Type Games	*Adequate supervision MUST be provided.
Dance Classes	Snack Food Sales	*Reflective Vests & Rubber Gloves MUST be used.
Egg Toss	Water Balloon Toss	*NO Clean-up on Freeways or Highways.
Face Painting	Litter Clean-up*	

Parent Permission Waiver REQUIRED, COI & HH from Vender REQUIRED		REQUIREMENTS to CLEAR:
Amusement Vendors (not all rides are allowed)	Grad Night	Link to VUSD Student Waiver Form — Link to VUSD Student Waiver (Spanish)
Astro Walk - Enclosed	Hypnotist	Link to VUSD Certificate of Insurance Requirements (RETURN COI TO Business Services)
Blood Testing & Other Health Services - Blood Drives	Inflatable Obstacle Course (may have < 8' slides)	Link to VUSD Hold Harmless Agreement (RETURN HH TO Business Services)
are Acceptable	Velcro Walls – not allowed with trampolines	**ADDITIONAL REQUIREMENTS:**
Bungee Ball	Petting Zoo*	*Students, after touching animals, MUST use antibacterial hand get or wash their hands immediately
Carnivals with Powered Rides		
Enrichment Classes - After School		

Food Activities Onsite (See BP/AR 3554 and Consult with CNS with Questions)	REQUIREMENTS to CLEAR:
Food Events - Examples: Ice Cream Social, Popcorn Sales, Pizza Party, Bake Sales	Must follow Competitive Food Rules CA EC 49430-49434
Concessionaire operations (Food Trucks or Booths)	Must have labels with ingredients for food allergy concerns
Cake Walks	Keep foods at food safe temperatures
Concession Stand Operations on School Premise	Inspect all items for proper packaging (No homemade food items)

General Public Events	REQUIREMENTS to CLEAR:
Jog-A-Thon	ALL Visitors must register in the RAPTOR System
Walk-A-Thon	A prearranged course must be planned and separate from traffic
	Proper supervision (security & police in place, if necessary)
	Water stations
	Link to Participant's Waivers
	Link to VUSD Student Waiver Form — Link to VUSD Student Waiver (Spanish)

Water Activities (COI or HH not required at District-owned Pool)	REQUIREMENTS to CLEAR:
Swim Classes*	Link to VUSD Student Waiver Form — Link to VUSD Student Waiver (Spanish)
Swim Party*	Link to VUSD Certificate of Insurance Requirements (RETURN COI TO Business Services)
Water "Slip & Slides"— No homemade slides	Link to VUSD Hold Harmless Agreement (RETURN HH TO Business Services)
	ADDITIONAL REQUIREMENTS:
	*Certified lifeguard(s) required for all swim events

OFFSITE ACTIVITIES

Activities Approved OFF SITE ONLY	REQUIREMENTS to CLEAR:
Archery	Link to VUSD Student Waiver Form — Link to VUSD Student Waiver (Spanish)
Rock Climbing Gym	Link to VUSD Certificate of Insurance Requirements (RETURN COI TO Business Services)
Roller Skating	Link to VUSD Hold Harmless Agreement (RETURN HH TO Business Services)
Ropes Course – with no zip lining	
Golf Classes or Tournaments	

Vista Unified Activities List

GREEN LIGHT LIST - These Activities are ALLOWED, begin getting contractor information.

Please note: Only the Assistant Superintendent of Business Services is authorized to sign any Hold Harmless Agreement on behalf of the District. No other staff member should enter into agreements that may imply or accept liability on behalf of Vista Unified School District.

All contracts, agreements, and related documents must be submitted to the Business Services Office for review prior to finalizing any arrangements.

*****ALL ONSITE EVENTS and ACTIVITIES scheduled outside of school classroom hours MUST be entered in SCHOOLDUDE with details.*****

Art & Craft Activities	Dance-Dance Revolution	Logo Items - Go Through ASB Works	Sponge Toss Using Goggles
Balloon Artist	Dances	Magazine Sales - no door to door sales	Storytellers
Band Concerts	DJ's	Magic Shows	Sweatshirt Sales - Go Through ASB Works
Baseball Toss through Target	Family Portraits	Math Fair	Talent Shows
Bean Bag Toss	Fashion Shows	Movie Night	Transportation Svcs. - Contact Transp. Dept.
Bike Displays	Fish Ping-Pong	Parent Education Workshops	T-Shirt Sales - Go Through ASB Works
Bike Rodeos	Football Throw Through Target	Pee Wee Golf	Water Bottle Sales - Go Through ASB Works
Book Fair	Gift Wrap Sales	Pencil Sales	Yearbook Sales - Go Through ASB Works
Bowling	Gift Wrapping	Performers	
Broom Hockey	Greeting Card Sales	Performing Arts	
Calendar Sales	Haunted House (NO blood or weapons)	Photos of school activities	
Camps - Outdoor Enrichment & Science	Hobby Shows	Plant Boutiques	
Charter Services - contact Transp. Dept.	I.D. Bracelets	Reading Night	
Childcare	Jacket Sales - Go Thru ASB Works	Ring Toss	
Christmas Tree Sales - No cutting	Jail Auctions	Roll Reversal Plays	
Colored Sand Painting	Jump Rope	Scarecrow Competition	
Community Forums	Karaoke	School Play	
Cookbook Sales	Leg-A-Thon	Science Fair	
Costume Carnival	Limousine Svcs. - contact Transp. Dept.	Silhouettes	
Costume Rentals	Line Dancing	Spelling Bee	
Craft Workshops		Field & Study Trips* →	

ADDITIONAL REQUIREMENTS:
*Must be approved through EE&I
*Transportation MUST be arranged through VUSD Transportation Department

VISTA UNIFIED SCHOOL DISTRICT

Revocation of Application for an Existing School Connected Organization

GENERAL INFORMATION	
School Year	
Organization	
Organization Contact	
School Site	

REASON FOR REVOCATION OF SCHOOL CONNECTED ORGANIZATION

☐ Non-Compliance ☐ Incomplete Paperwork ☐ Other (describe below):

_____

_____

_____

_____

_____

_____

For School Use

It is recommended by site administration to revoke the application of above named School Connected Organization.

Signature of School Site Principal:_____ **Date:** _____

For District Office Use

In accordance with Board Policy 1230, the Vista Unified School District, by recommendation of the School Site Principal, hereby approves the request to revoke the application of the above named School Connected Organization.

All fundraising activities shall cease operation immediately and the process for Dissolution under the School Connected Organization Bylaws shall begin.

Signature of District Administrator:_____ **Date:** _____