

Student Activity Procedure Handbook



Chillicothe City Schools

This manual has been prepared for use by all student activity advisors. The procedures discussed in this manual were created to protect both you and the District from questionable acts and potential prosecution. All employees are required to follow District policies and procedures or be subject to various discipline proceedings.

The Board of Education of the Chillicothe City Schools recognizes that well balanced and effectively administered student activity programs will stimulate student growth and development by supplementing and enriching curricular activities. In 1993 the Auditor of State of Ohio reorganized the structure of student activity funds by issuing Circular No. 0019, "Developing Policies for Student Activity Programs". To comply with the requirements as set forth in that document, the Chillicothe Board of Education has adopted board policies Files: IGD, IGDA, IGDB, IGDC, IGDF, IGDF-R, IGDF-E, KH as well as, placed the accountability for fiscal management under the responsibility of the Treasurer of the Board of Education.

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018 - 200 - 300 FUNDS

The Chillicothe City Schools student activity organization guidelines govern the following funds:

018 Funds - Public School Support Funds

200 Funds - Student Activity Funds

300 Funds - Athletic Department Funds

Each building principal is responsible for the building's designated public school support (018) and student activity (200) funds. The athletic director is responsible for the administration of the athletic (300) funds.

STUDENT ACTIVITY PERSONNEL

SUPERINTENDENT - The Superintendent is the chief executive and administrative office for the Board of Education and in charge of implementing the policies of the Board, including the program of all student activity funds.

TREASURER - The Treasurer of the Board of Education is the treasurer of the student activity funds. The treasurer has the responsibility for enforcement of accounting procedures and internal control procedures including the supervision of the annual audit to be conducted to verify compliance with Board of Education policies and requirements.

PRINCIPALS - Principals are responsible to supervise all student activity programs within their buildings. This includes both fiscal and program functions of the student activity funds and for the annual submission of the budgets and statements of purpose for the various student activities to the treasurer.

CASHIERS - The designated cashier is responsible for the accurate and secure handling and depositing of funds received by student activity programs. The cashier is required to maintain a record and file of source documents for the receipt and expenditure of student activity funds. The cashier is to immediately report any questions regarding the integrity of the handling of student activity funds to the treasurer.

ADVISORS - Student activity advisors are responsible for supervising specific student activity organizations and report to the building principals. Advisors are to prepare and file the annual student activity budget and purpose statement. Advisors are to prepare all necessary documentation and maintain records associated with student activity receipts and expenditures. Advisors are also required to perform any other duties as assigned by the building principal or other authorized administrator in connection with the proper functions of their student activity organizations.

COACHES - Athletic department coaches are responsible for supervising their specific sport and report to the athletic director. Coaches are to prepare and file the annual purpose statement and budget. The athletic director or his/her designee is to prepare all necessary documentation and maintain records associated with athletic contest receipts and expenditures. Coaches are also required to perform any other duties as assigned by the athletic director or other authorized administrator in connection with the proper functions of their sport.

PURPOSE STATEMENT AND BUDGETS

The advisor or coach is to prepare and submit an annual purpose statement and budget form for his/her organization to the building principal or athletic director. The principal or athletic director is to present the completed form to the treasurer by the April deadline. The treasurer will present the purpose statements and budgets to the superintendent for approval and then to the board for their review and approval at the May regular board meeting. The treasurer will incorporate the approved student activity budgets into the annual appropriation resolution. The purpose statement and budget form may be modified from time to time during the school year.

SALES PROJECT FORM

The sales project form is designed to serve as an application for approval of an intended sales project, and, as well as, to account for the income and expenses from sales projects conducted by activity organizations. The purpose of the sales project form is to provide information to advisors and administrators about the various projects and whether they are functioning in accordance with the adopted board policies. Timely and accurate completion of sales project forms also provides a level of protection to participants in the event of a shortage of sales revenue or inventory. The application form is designed to be used where money will be raised as a result of a resale of a specific inventory of goods or a miscellaneous type of project such as a dance, bake sale, etc.

All money received for admissions to a dance, play or musical must be recorded on a ticket report form and returned with the completed sales project form. ALL PROJECTS REQUIRING PAID ADMISSIONS MUST USE PRE-NUMBERED TICKETS.

The sales project form is **not a substitute for a purchase order**. All items for resale must be obtained through the customary purchase order process. No sales project may last longer than two weeks (unless special approval is granted by the superintendent).

Sales projects are to proceed as follows:

1. The organization decides to have the sales project.
2. The advisor is to verify that the sales project is properly within the organization's statement of purpose and budget. If it is not, the statement of purpose or budget must be modified and approved prior to beginning the sales project.
3. The advisor completes the top portion of the sales project form and submits it to the principal for approval.
4. The principal submits the signed form to the treasurer for approval. The treasurer forwards the application to the superintendent's office. Sufficient time must be allowed for these approvals - **AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED BEGINNING OF THE SALES PROJECT.**
5. When the application is approved, the treasurer's office will return a copy of the application to the principal's office.
6. The advisor is to prepare a purchase requisition form and submit it to the principal's office to order the goods to be sold.
7. The principal will approve the requisition and have it entered on the computer.
8. After the items are ordered on a properly executed purchase order, the advisor will receive a copy of the purchase order and the goods to be sold.

9. The advisor is to verify that the order of goods is complete, or, noting shortages/overages return a copy of the purchase order, packing slips and any invoices that are sent with the order to the treasurer's office.
10. The advisor issues goods for resale to the students and it is recommended that a student accountability record sheet be maintained. The student accountability record is updated when money is received from the student and when goods are returned from or reissued to the student.
11. **All money is to be given to the building cashier on a daily basis** to ensure the timely deposit of money. The cashier will issue a receipt to the advisor for all money received and will prepare a tally sheet to indicate into which account the funds are to be credited.
12. When the project is completed and all money has been received, the advisor will complete the bottom portion of the sale project form sign and submit to the principal for approval and signature.
13. The principal's office will retain a copy of the completed sale project form and forward the signed copy to the treasurer's office.
14. If a shortage/overage exists on the bottom of the sale project form must be explained and documented.

TICKET REPORTS

Circular 0019 issued by the Auditor of State recommend cash control and ticket sale accountability for each school event. Any time money is collected for an admission; some form of ticket must be sold. These events occur primarily at the high school and middle schools. Examples include athletic contests, concerts, dances, and drama presentations. The ticket report form has been established for use adhering to these recommendations. The ticket report is used to account specifically for the tickets sold and/or used at each event and to reconcile that quantity with the cash collected. The student activity advisor (including the athletic director) is responsible for the completion of the ticket report form. The completed form is to be attached to the completed sale project form forwarded to treasurer's office. If a shortage exists, it must be thoroughly documented on the bottom or back of the form.

GIFTS/DONATIONS

All gifts to the Chillicothe City School District must be formally accepted by the Board of Education at a regular meeting. A gift may be cash donation or any item of value such as books or equipment of any kind. Upon receipt of information by an individual that a gift is to be made to the district, a Gift/Donation form should be completed by the sponsor, signed by the principal, and forwarded to the Treasurer's office so it may be included in the Board agenda materials for the next regular meeting.

Such action by the Board must be recorded in the official minutes of the meeting at which it was accepted.

Once the gift or donation has been approved by the Board, the Treasurer's office will send an acknowledgement letter to the donor. Please make sure a complete name and address for the donor is provided on the Gifts/ Donation form.

FREQUENTLY ASKED QUESTIONS:

- 1. Are there certain kinds of fundraisers that I should avoid?** Any fundraiser that is not returning a fair profit (30%-50%) for the amount of work involved should be avoided. Additionally, fundraisers through an outside salesman (Avon, Longaberger, Mary Kay) rarely return enough profit for the amount of work required and are difficult to audit. Talk to other advisors about sales they have conducted and the problems they have encountered.
- 2. If I decide to add a fundraiser, how do I go about revising my original budget?** First talk to your building principal about the time you want to sell and the product involved. If he/she approves the project, call the treasurer's office and request that your budget and purpose statement be revised. This will increase your estimated revenue and allow you to budget more for expenses.
- 3. Why can't I hold money until the end of the week and turn it all in at once? I get so many receipts and I don't have time to count it all.** First of all, you are responsible for the money collected from your students. Money left in your classroom can be misplaced or stolen. In addition, money that is held in your building and not deposited on time can result in you, your building, and/or the Treasurer being cited by the state auditors.
- 4. What do I do if I get a check returned for insufficient funds?** Take the check to your cashier and she will do a minus receipt from your fund. When the money has been replaced the funds will be redeposited in your student activity fund.
- 5. My fundraiser has 20-30 products all sold at different prices; how do I put that on the sale project form?** This has been a frequent problem so this year we are asking that you attach a copy of your fundraising brochure to your application. This will eliminate the need for multiple entries and help the Superintendent and Treasurer verify that the products being sold are within the guidelines for student activity sales.
- 6. How many fundraisers can I do each year?** We suggest that you not do an excessive number of fundraisers. Look at your profit potential to determine whether a fundraiser is worth the effort. If your building has 5-7 fundraisers going on at the same time, everyone's profits suffer

**Appendix
Forms
Board Policies**

PURPOSE STATEMENT AND BUDGET



ACTIVITY NAME _____ Fund Number ____ - ____

Advisor Name _____ Date _____

Purpose of Activity: _____

BUDGET

Estimated Ending Cash Balance: \$ _____ (a)

Estimated Receipts:

Source:

Amount:

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |

(Continue on the back of form)

Total Receipts \$ _____ (b)

Total Revenue (a+b) \$ _____ (c)

Estimated Expenses:

Description:

Amount:

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |
| 7. _____ | \$ _____ |
| 8. _____ | \$ _____ |

(Continue on the back of form)

Total Expenses \$ _____ (d)

Anticipated Ending Balance (c-d) \$ _____

Advisor Signature _____

Principal / Athletic Director _____

Date of Board of Education Approval _____

Superintendent Signature _____ Date _____

Treasurer Signature _____ Date _____

Estimated Receipts (cont):

Source:

Amount:

6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. _____	\$ _____
15. _____	\$ _____
16. _____	\$ _____
17. _____	\$ _____

Total Receipts \$ _____

Estimated Expenses (cont):

Description:

Amount:

9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. _____	\$ _____
15. _____	\$ _____
16. _____	\$ _____
17. _____	\$ _____
18. _____	\$ _____

Total Expenses \$ _____



PRELIMINARY SALES PROJECT FORM

Organization/Event _____ Fund- _____ - _____

Date(s) of Activity: (start) _____ (end) _____ Advisor _____

Brief description of sales project: _____

Brief description of activity: _____

Estimated money to be raised: \$ _____

_____ Advisor Date	_____ Date	_____ Principal	_____ Date	_____ Superintendent
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After Sales Project – Complete Final Report

FINAL REPORT - SALES PROJECT

Total Receipts \$ _____

Ticket Report Attached YES/ NO (circle one)

Minus Expenses \$ _____

P.O.# _____

Net Profit/ Loss \$ _____

P.O.# _____

Advisor
Date

Principal
Date

Advisor: complete Sales Project Form, forward to principal for approval

Principal: sign and forward to treasurer's office

Treasurer: forward to superintendent for signature, keep original, return a copy to advisor

After Project

Advisor: complete bottom of form, sign, and forward to principal's office

Principal: sign form, retain a copy for files and send signed copy to treasurer's office

Please submit requisitions for student activity expenses at least two weeks prior to event.



STUDENT ACTIVITY TICKET SALES

(All Student Activities With Ticket Sales Must Use Numbered Tickets)

Name of Organization _____ Date of Event _____

Fund # _____ - _____ Ticket Seller(s) _____

Student Activity Advisor _____

Type of Event _____

ADULT TICKETS : PRICE PER TICKET \$ _____

OF FIRST REMAINING TICKET (a) _____

OF FIRST TICKET SOLD (b) _____

OF COMPLIMENTARY TICKETS (c) _____

TICKETS SOLD (a minus b) _____ @ \$ _____ = \$ _____

STUDENT TICKETS: PRICE PER TICKET \$ _____

OF FIRST REMAINING TICKET (a) _____

OF FIRST TICKET SOLD (b) _____

OF COMPLIMENTARY TICKETS (c) _____

TICKETS SOLD (a minus b) _____ @ \$ _____ = \$ _____

TOTAL MONEY TO BE DEPOSITED: \$ _____

ACTUAL MONEY DEPOSITED: \$ _____

DIFFERENCE (SHORT/OVER) circle one: \$ _____

Explanation of overage/shortage: _____

_____	_____	_____	_____
Advisor	Date	Principal	Date

No expenses (contracted services, concessions, student rewards, etc.) are to be paid from the ticket receipts. All admissions money must be accounted for and deposited with the building cashier. All expenses must be paid with a valid purchase order.

Please submit requisitions for student activity expenses at least two weeks prior to event.



ATHLETIC DEPARTMENT TICKET SALES
(All Athletic Events with Ticket Sales Must Use Numbered Tickets)

Name of Sport _____ Date of Event _____
VS. _____ Booth/Gate _____
Type of Event _____ Ticket Seller(s) _____
Name of Coach _____

ADULT TICKETS : PRICE PER TICKET \$ _____
Roll # _____ Ticket Color _____
OF FIRST REMAINING TICKET (a) _____
OF FIRST TICKET SOLD (b) _____
OF COMPLIMENTARY TICKETS (c) _____
TICKETS SOLD (a minus b) _____ @ \$ _____ = \$ _____

STUDENT TICKETS: PRICE PER TICKET \$ _____
Roll # _____ Ticket Color _____
OF FIRST REMAINING TICKET (a) _____
OF FIRST TICKET SOLD (b) _____
OF COMPLIMENTARY TICKETS (c) _____
TICKETS SOLD (a minus b) _____ @ \$ _____ = \$ _____

TOTAL MONEY TO BE DEPOSITED: \$ _____
ACTUAL MONEY DEPOSITED: \$ _____
DIFFERENCE (SHORT/OVER) circle one: \$ _____

Explanation of overage/shortage: _____

Ticket Seller Date Athletic Director Date

REQUEST FOR APPROVAL OF GIFTS/DONATIONS
(submit in duplicate)



To: Debbie Blewitt, Treasurer's Office Date _____
School _____ Tally Sheet # _____

The Board of Education meets the 3rd Monday of month. Requests for approval must be in by Wednesday of the week prior to the board meeting.

Amount of gift/donation: _____ Type gift/donation: _____

Specific purpose of gift/donation: _____

Donor's Name: _____ Phone: _____

Address: _____

Credit to account: _____ Date: _____

REQUEST FOR APPROVAL OF GIFTS/DONATIONS
(submit in duplicate)



To: Debbie Blewitt, Treasurer's Office Date _____
School _____ Tally Sheet # _____

The Board of Education meets the 3rd Monday of month. Requests for approval must be in by Wednesday of the week prior to the board meeting.

Amount of gift/donation: _____ Type gift/donation: _____

Specific purpose of gift/donation: _____

Donor's Name: _____ Phone: _____

Address: _____

Credit to account: _____ Date: _____

COCURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values which result from interaction and united effort. Such activities form a logical extension of the required and general curriculum and the elective or special curriculum.

The Board has established the criteria for cocurricular and extracurricular activities consistent with its philosophy of, and goals for, education. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program and
3. be managed in a professional manner.

The Board may require that students pay reasonable fees to participate in cocurricular and extracurricular activities.

The following guidelines govern the student activity programs.

1. Student activities are those school-sponsored activities that are voluntarily engaged in by students, have the approval of the school administration and do not carry credit toward promotion or graduation.
2. Each school, under the direction of the principal and professional staff, has a student activity program designed to stimulate student growth and development by supplementing and enriching the curricular activities. All receipts and expenditures are accounted for through the activity account.
3. Each activity should be designed to contribute directly to the educational, civic, social and ethical development of the students involved.
4. The student activity program receives the same attention in terms of philosophy, objectives, social setting, organization and evaluation as that given the regular school curriculum.
5. Each school develops written guidelines and procedures regulating the creation, organization, administration and dissolution of student activity programs. The Superintendent reports annually to the Board the general purposes, plans and financial status of the cocurricular and extracurricular programs of the District.
6. The expenses involved in participating in any school activity and in the total program for a school year should be set so that a majority of the students may participate without financial strain. Special consideration may be given in cases in which the expense of participating would result in exclusion.
7. Activities must be open to all students, regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.
8. Activities must not place undue burdens upon students, teachers or schools.
9. Activities should not interfere with regularly scheduled classes. This limitation often requires conducting such activities beyond the regular school day, if possible.
10. Activities at any level should be unique, not duplications of others already in operation.
11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.

12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the Student Code of Conduct or the code of conduct of the particular activity in which they participate. Students absent from school are not permitted to participate in extracurricular activities on that date.
13. Annually, the Board directs the Superintendent/designee to identify supplemental contract positions that supervise, direct or coach a student activity program which involves athletic, routine/regular physical activity or health and safety considerations. Upon the identification of the position, the individual must complete the requirements established by the Ohio Department of Education, State law and the Ohio Administrative Code.
14. Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.
15. Students may be removed from extracurricular activities when their presence poses a continuing danger to persons or property or an ongoing threat of disruption. If a student is removed from extracurricular activities, such removal may include all extracurricular activities in which the student is involved.
16. Students in grades 7-12 enrolled in District-sponsored community schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics. The Board may require the community school student to enroll in and participate in no more than one academic course in the District as a condition for participation.
17. Resident students attending STEM schools are permitted to participate in the District's extracurricular activities, including interscholastic athletics.

[Adoption date: December 14, 2009]

[Re-adoption date: December 17, 2012]

LEGAL REFS.: ORC 3313.537; 3313.58; 3313.59; 3313.664
3315.062
3319.16
Chapter 4112
OAC 3301-27-01
3301-35-06

CROSS REFS.: AFI, Evaluation of Educational Resources

DJ, Purchasing
IGDB, Student Publications
IGDC, Student Social Events
IGDF, Student Fundraising Activities
IGDG, Student Activities Funds Management
IGDJ, Interscholastic Athletics
IGDK, Interscholastic Extracurricular Eligibility
JECBC, Admission of Students from Nonchartered or Home Schooling
JED, Student Absences and Excuse
JGD, Student Suspension
JGDA, Emergency Removal of Student
JGE, Student Expulsion
JL, Student Gifts and Solicitations
JN, Student Fees, Fines and Charges
KGB, Public Conduct on District Property
KK, Visitors to the Schools
Student Handbooks

PAY TO PARTICIPATE IN CLUBS

The Board has enacted a "Pay to Participate in Clubs" policy for all District clubs. The following should be noted regarding the fee.

1. Students must meet membership requirements.
2. It does not result in control of the club.
3. It does not alter the policies of the Chillicothe City Schools Board of Education, or club rules and regulations.
4. It does not alter or affect the District's Code of Conduct or individual club rules.
5. Receipts will be given, but there will be no refunds. Quitting, academic ineligibility, or misbehavior will NOT cause a refund to be given.
6. Fees will be utilized to pay for club advisor salaries, workers' comp. and Medicare.

Participation Fee:

The total fee for a student to participate in the named clubs, regardless of how many clubs he/she participates in, will not exceed \$15.00. There is no family cap.

The fee must be paid before the first scheduled meeting of the year. Students who are unable to pay at the first meeting are to work with the building administrator to discuss payment options.

The fee should be paid at the student's school office. Checks should be made payable to Chillicothe City Schools.

[Adoption date: July 8, 2004]

[Re-adoption date: December 17, 2012]

CROSS REF.: JN, Students Fees, Fines and Charges

STUDENT PUBLICATIONS

The Board encourages student publications as classroom-related learning experiences in such courses as English and journalism and as extracurricular activities. These allow for coverage of student activities and the writing and printing of original literary and artistic productions; however, certain necessary guidelines are established to regulate the publication and dissemination of student publications.

School-Sponsored Publications

School publications afford an educational experience for students interested in this activity and should provide an opportunity for the sincere expression of all facets of student opinion. These guidelines are as follows.

1. Faculty advisors advise on matters of style, grammar, format and suitability of materials.
2. The school publication reflects the policy and judgment of the student editors. Material of a controversial nature should not be prohibited unless it
 - A. threatens to disrupt the educational process of the school, damage other individuals or advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use);
 - B. threatens any person or group within the school or advocates unlawful discrimination;
 - C. advocates violation of the law or official school regulations;
 - D. is considered false or libelous, based upon available facts, and
 - E. is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles.
3. The final decision as to the suitability of material rests with the principal after consultation with the student editor and faculty advisor. Parties have the right of appeal to the Superintendent.

Nonschool-Sponsored Publications

Students who edit, publish and/or wish to distribute nonschool-sponsored handwritten, printed or duplicated matter among their fellow students in the schools must assume responsibility for the content of the publication. Students may be restricted as to the time, place and manner of distribution or may be prohibited from distributing such publications.

[Adoption date: March 18, 1992]

[Re-adoption date: December 17, 2012]

LEGAL REFS.: U.S. Const. Amend. I

CROSS REFS.: EDE, Computer Online Services (Acceptable Use and Internet Safety)
IIBH, District Websites
JF, Student Rights and Responsibilities

STUDENT SOCIAL EVENTS

All student functions held in the name of the District must be approved by the principal and supervised by one or more faculty members or approved volunteers.

All school functions such as parties, dances, etc. are held in the school building unless otherwise approved by the principal and/or Superintendent.

Outsiders are not permitted to attend such functions unless so permitted by the building principal. Students present, together with chaperones, are held accountable for proper care of facilities used.

[Adoption date: March 18, 1992]

[Re-adoption date: December 17, 2012]

LEGAL REFS.: ORC 3313.53; 3313.58; 3313.59
3315,062
OAC 3301-35-02; 3301-35-03

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities
IICC, School Volunteers

STUDENT FUNDRAISING ACTIVITIES

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

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

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

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

[Adoption date: March 19, 1992]

[Re-adoption date: December 17, 2012]

LEGAL REFS.: ORC 3313.51; 3313.53; 3313.811
3315.062

CROSS REFS.: IGD, Cocurricular and Extracurricular Activities
IGDG, Student Activities Funds Management
IICA, Field Trips
JL, Student Gifts and Solicitations

STUDENT FUNDRAISING ACTIVITIES

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

Any fundraising activities involving students must meet the following conditions.

1. All student fundraising activities must be in compliance with State law and the requirements of the Ohio Auditor's Office.
2. Use of instructional time is to be limited in planning, conducting, assessing or managing a fundraising activity, unless such an activity is part of an approved course of study.
3. Fundraising activities conducted in a school or on other District premises are not to interfere with the conduct of any cocurricular or extracurricular activity. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
4. In accordance with Board policy, each fundraising activity occurring on or off District premises must be approved by the Superintendent/designee. In order to be approved, the group leader or advisor must submit a proposal that is in compliance with the Ohio Auditor's requirements.
5. Each recognized school-sponsored student group must submit in writing to the Treasurer a statement which identifies the purpose of the fundraising activity and the reason for raising the money as well as all other items required by the Ohio Auditor.
6. All fundraising activities must stop when the total projected budget has been met. Exceptions may be granted with the approval of the Superintendent or building principal.
7. Requests for purchases from student activities funds can be made only by faculty advisors, coaches or teachers assigned to an activity.
8. Elementary students (K-5) do not sell items or solicit donations by going door to door.
9. Pep rallies or assemblies promoting aggressive student selling, prizes, awards or incentives are discouraged.
10. All prizes, awards and incentives must be approved by the principal.
11. Contracts with outside suppliers for merchandise to be sold in a fundraising activity are to be reviewed by the principal and signed by the staff member in charge, who shall be personally responsible for the merchandise sold and monies collected. The contract must specify that any merchandise that is unsold and is resalable by the supplier can be returned for full credit. The District is not responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
12. Fundraising activities off District premises shall be voluntary and with written permission from parents. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure that the service is provided in a proper manner, and also to ensure the safety and wellbeing of the students and the property of both the purchaser and the owner of the site.
13. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as runs for charity, must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be overexerting themselves to the point of potential injury.

14. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed and accounted for, and a report should be made within five days after the end of the fund raiser. The report should indicate:
 - A. cost of items or merchandise;
 - B. amount of money projected and amount of money raised;
 - C. any differences between the actual activity and the planned activity;
 - D. any problems that occurred and how resolved;
 - E. when and where funds are deposited and
 - F. if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected and the disposition of any unsold items.
15. Donations to the District to be used for fundraising activities must be approved by the Board or its designee.
16. Failure to follow these regulations could result in the suspension or loss of fundraising approval.

School and Community Service Project Definitions

1. Fundraising Activities

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

2. School Service Projects

- A. Any project done to service or benefit students, teachers or parents which involves no soliciting of donations, products or services from community service organizations, businesses or the general public. Examples:
 - 1) skate parties
 - 2) pizza parties
 - 3) Mother's Day gifts
 - 4) carnival for nonprofit
- B. Any profit-intended project, completed in-house, which principally involves students, teachers or parents requiring no soliciting of donations, products or services from community service organizations, businesses or the general public. Examples:
 - 1) concession stands
 - 2) school pictures
 - 3) book fairs
 - 4) sale of miscellaneous items (caps, t-shirts, jackets, etc.)

3. Community Service Projects

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

- A. holiday food drives
- B. generation of funds for a recognized charity
- C. funds for scholarships/grants

(Approved date: December 17, 2012)



PRELIMINARY SALES PROJECT FORM

#____

Organization/Event _____ Fund- _____ - _____

Date(s) of Activity: (start) _____ (end) _____ Advisor _____

Brief description of sales project: _____

Brief description of activity: _____

Estimated money to be raised: \$ _____

Advisor _____ Date _____ Principal _____ Date _____ Superintendent _____ Date _____

After Sales Project – Complete Final Report

FINAL REPORT - SALES PROJECT

Total Receipts \$ _____ Ticket Report Attached YES/ NO(circle one))

Minus Expenses \$ _____ P.O.# _____

Net Profit/ Loss \$ _____ P.O.# _____

Advisor _____ Date _____ Principal _____ Date _____

Advisor: complete Sales Project Form, forward to principal for approval

Principal: sign and forward to treasurer’s office

Treasurer: forward to superintendent for signature, keep original, return a copy to advisor

After Project

Advisor: complete bottom of form, sign, and forward to principal’s office

Principal: sign form, retain a copy for files and send signed copy to treasurer’s office

Please submit requisitions for student activity expenses at least two weeks prior to event.

STUDENT ACTIVITIES FUNDS MANAGEMENT

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

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

[Adoption date: April 26, 2004]

[Re-adoption date: December 17, 2012]

LEGAL REFS.: ORC 3313.51; 3313.53; 3313.811
3315.062
5705.41; 5705.412

CROSS REFS.: DH, Bonded Employees and Officers
DI, Fiscal Accounting and Reporting
DJ, Purchasing
DJF, Purchasing Procedures
IGD, Cocurricular and Extracurricular Activities
IGDF, Student Fundraising Activities
JL, Student Gifts and Solicitations

PUBLIC GIFTS TO THE DISTRICT

Gifts, grants or bequests are accepted by the Board provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

Any person or organization desiring to give a gift or make a grant or bequest to the Board must contact the Superintendent, who submits the request to the Board.

Proposals for giving funds, equipment or materials to the District with a "matching" agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with, or experience related to, the Board's policy of standardizing materials and equipment.

Whenever the District has an established project, contributions that reduce the cost or hasten the completion are welcome.

[Adoption date: March 18, 1992]

[Re-adoption date: December 17, 2012]

LEGAL REFS.: ORC 9.20

3313.17; 3313.36

CROSS REFS.: BHD, Board Member Compensation and Expenses

FEE, Site Acquisition Procedures

Student Activity Handbook Receipt and Acknowledgement

I, _____, acknowledge receipt of the Chillicothe City
Print Name

Schools Student Activity Handbook and agree to abide by the Handbook guidelines and any applicable Board policies relating to student activity funds.

_____ **List all Clubs:** _____
Advisor/Coach Title*

Signature

Date

*This form only needs to be filled out once, even if you are an advisor or coach for multiple clubs/sports.

Please check your school/location:

- Allen Elementary School
- Mt. Logan Elementary School
- Tiffin Elementary School
- Worthington Elementary School
- Chillicothe Middle School
- Chillicothe High School

Return completed form to Chillicothe City Schools, Treasurer's Office.