

**CASA GRANDE UNION HIGH SCHOOL DISTRICT NO. 82
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

STUDENT ACTIVITIES

CLUB SPONSOR

HANDBOOK



**CASA GRANDE UNION HIGH SCHOOL DISTRICT NO. 82
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Policies and Procedures Agreement

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Casa Grande Union High School District Student Activities Handbook.

Club Name: _____

Sponsor Signature: _____

Principal Signature: _____

Date: _____

Return to: Site Bookstore Manager
Casa Grande Union High School District No. 82
Attention: CGUHS – Brad Kepler
VGHS – Pat Amado

**CASA GRANDE UNION HIGH SCHOOL DISTRICT NO. 82
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK**

Dear Club Sponsor:

The purpose of this handbook is to provide you, the sponsor, with guidance regarding District fundraisers, receipts and expenditure policies and to ensure a mutual understanding of your responsibilities as a club sponsor.

Copies of policies pertaining to student activities are available upon request from the District office. These policies have been developed according to Arizona Revised Statutes and the Uniform System of Financial Records and will be strictly enforced.

Thank you for your support of student activities.

Dr. Steven Bebee

For additional information regarding your club's account, please contact either Brad Kepler @ CGUHS ext. 3201 or Pat Amado @ VGHS ext. 4588.

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ORGANIZATION

1. Requirements for organizing a student club.
 - a. Club must submit a constitution that identifies the purpose of the club, to the School Principal for approval. See **Sample Constitution Form** in the Appendix.
 - b. Club must have at least one adult sponsor, either classified or certified, who is an employee of the District and must be approved by the School Principal.
 - c. Club must elect officers and submit officer names and member names to the Student Council, Bookstore Manager, and Principal.
2. The Student Council and each student club should follow these procedures for meetings:
 - a. The meeting is called to order and a club member must take minutes. The Club Sponsor should be present.
 - b. Minutes must include, but not be limited to the following: date, time, members present, discussion, motions made and motions approved. See **Sample Minutes Form** in the Appendix.
 - c. Minutes are filed by the Club Sponsor and must be retained for three years for audit purposes.
3. Conflict of interest policies, as stated in District policy GBEEA and ARS Title §38-503 apply to all student activity transactions. ARS Title §38-503 prohibits school employees from participating in any manner in a contract, sale or purchase where the employee or a relative has a substantial interest in the contract sale or purchase. Additionally, all purchases made from an employee with Student Activities monies must be procured through a competitive sealed bid/proposal.
4. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION.**

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FUNDRAISERS

1. All fundraisers must have prior approval from the Student Council, Bookstore Manager, and the Principal/Governing Board or their designee. The completed Fundraiser Approval Form must be submitted to the Finance Supervisor at the District Office prior to the start of any fundraising activity. **See Fundraiser Approval Form** in the Appendix.
2. Student activities monies are derived from a variety of sources: dues, concessions, interest, ticket sales, publications, yearbooks, class or student pictures, and fundraising events approved by Student Council, Bookstore Manager, and the Principal/Governing Board or their designee. ALL monies raised by the students must be deposited into a student club account.
3. A Student Club may **NOT** hold a raffle, drawing, lottery or similar event.
4. A Student Club may participate in a joint fundraising project with an outside group such as a parent-teacher organization if the Governing Board has approved the project. The proceeds should be allocated proportionately between the two organizations based on the level of effort devoted by each group on the project.
5. Students are discouraged from selling items house to house.
6. Proceeds from sale of inventory (candy, T-shirts, etc.) should be compared to items sold to estimate actual proceeds. Use the following method:

Step 1	Amount purchased from vendor
Less:	Amount left on hand
Equals:	Amount sold

Step 2 Amount sold x selling price = Estimated proceeds

7. Any unsold inventory after fundraising sales (candy, T-shirts, etc.) should be accounted for and properly safeguarded.
8. It is the practice of the District to limit the sale of competitive food items, including candy, on its campuses, and to encourage students to utilize the school cafeteria(s).

The following guidelines shall apply for the sale of food items:

- The decision concerning the sale of candy and other food items; i.e. cookies, brownies, etc., shall be left to the discretion of the administration at each individual campus.
- All food sales and distribution must be in accordance with State and Federal requirements including nutritional standards as well as competitive food guidelines.
- **Note, if food sales are allowed, no competitive food items shall be sold during the breakfast and lunch hours.**
- Food sold should be commercially regulated or its preparation properly supervised and not made at home.

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- All student food sales shall receive prior approval from the Student Council and Principal. See **Fundraiser Approval Form** in the Appendix.

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RECEIPTS

General Requirements:

1. All monies must be physically safeguarded. **In no case shall money be left overnight in school buildings except in safes provided for the safekeeping of valuables.**
2. All cash should be deposited with the Site Bookstore Managers on a timely basis. Deposits should be completed at least weekly or when an accumulation of cash exceeds \$300.00, whichever is sooner.
3. Private bank accounts are not authorized for use by any student clubs.
4. Individual clubs must maintain cash balances:
 - for current cash balances,
 - for reconciliation with District records, and
 - for audit purposes.

Specific Procedures:

1. The Club Sponsor and the Club Treasurer should work together to prepare the Cash Collection Report. See **Cash Collection Report** in the Appendix.
 - If tickets were involved, be sure to include the beginning and ending ticket numbers, calculating the number of tickets sold.
 - A calculator tape of check totals should be attached to the checks.
 - All checks should be endorsed on the back with the Casa Grande Union High School District No.82 stamp borrowed from the school office or bookstore.
 - The Cash Collection Report requires signatures of the Club Officer and the Club Sponsor.
 - The Cash Collection Report is forwarded intact, with cash, checks, and any remaining unsold tickets, to the Bookstore Manager at the High School.
2. When the Site Bookstore Manager receives the Cash Collection Report, a receipt will be issued to the Club Sponsor/Club Treasurer. A copy of the receipt is maintained by the Bookstore Manager.

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EXPENDITURES

General Requirements:

1. Monies should be expended in a manner beneficial to those students currently in school. Students must actively participate in the management of funds.
2. Student activities monies must not be used to defray any District expense.
3. Cash must be available in the account of a student club before a purchase is made.
4. All purchases of goods and services must have prior approval by the Club. Purchase Requisitions are required for all expenditures, with the exception of cash advances. See **Purchase Requisition Form** in the Appendix.
5. Cash advances are available only when necessary and must be justified and approved by the Site Principal on the requisitions. Cash advances are subject to final approval by District Finance Supervisor. Cash advances are only used for student travel and field trips. Receipts must be submitted and any remaining cash must be returned to the Site Bookstore Manager within 2 days of the trip.
6. When purchases exceed \$10,000, the District procurement procedures apply:

\$10,000-\$49,999	require 3 verbal quotes
\$50,000-\$99,999	require 3 written quotes
\$100,000 or more	require competitive sealed bids

Contact the District Purchasing Department for assistance.

7. All items purchased must be shipped directly to the District warehouse.
8. Disbursements from student activities monies may only be made by the District Finance Director upon receipt of proper invoice and a receiving report authorizing the disbursement. Cash transactions, with the exception of cash advances as mentioned above, are NOT permitted.
9. At the end of each fiscal year, all club accounts must have a positive or zero balance. It is the responsibility of the Club Sponsor, Site Bookstore Managers, and District Finance Supervisor to ensure accounts complete the year in a positive standing. Clubs that had no activity during the year must be justified to remain an active club. **After the second year of inactivity, any ending balances are automatically transferred to the school's Student Council account.**

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EXPENDITURES (Concl'd)

10. Capital items purchased by a student club must be donated to the District.

11. Reimbursements are allowable with:

- 1) Club pre-approval as reflected in minutes,
- 2) Purchase requisitions, and
- 3) With original, detailed receipts.

Reimbursements **MUST** be submitted within 30 days of disbursement. Without prior approval of District Student Activities Treasurer, reimbursement cannot exceed \$300.00

12. Purchases made without a purchase requisition and proper authorization are considered unauthorized. The District will not reimburse the Club or Club Sponsor for any unauthorized purchases.

Specific Procedures:

1. Club pre-approves the expenditure and records the pre-approval in the club minutes.
2. Club officer prepares the Purchase Requisition Form. See **Purchase Requisition Form** in Appendix.
3. Club forwards requisition and minutes to principal's office for signature.
 - Principal signs and returns last copy of requisition to club.
 - Principal forwards remaining copies of requisition to Site Bookstore Manager.
4. Site Bookstore Managers/District Finance Supervisor verifies adequate club balance to cover expenditures.
5. Site Bookstore Manager generates a Purchase Order from the Purchase Requisition Form and distributes a copy to the Club for use in ordering. See **Purchase Order** in Appendix.
6. Club places order using Purchase Order, if necessary.
7. When Club receives items and invoice, receipt of items should be noted on the invoice and the invoice forwarded to District Finance Director for payment. Club Sponsor/Club Treasurer should reduce the Club cash balance by the amount of the invoice.
8. District Finance Director processes invoice for payment, signs check and submits to Board approved authorized signer. The Board approved authorized signer reviews support documentation and also signs the check.

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RECONCILIATION

1. The Club Sponsor and Club Treasurer should obtain a monthly report of club balances from the District Finance Supervisor.
2. The District club balance should be verified with the student club balance. Any discrepancies should be researched and reconciled.
3. The Club Sponsor should verify the balance by signing a copy of the report and returning it to the District Finance Supervisor.

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STUDENT ACTIVITY FUNDRAISER APPROVAL FORM

This request must be turned in to the Governing Board or designee at least three (3) weeks before the date of the requested activity.

PART 1 - ACTIVITY REQUEST

Name of Organization: _____

Proposed Date: _____ Time: _____

Place: _____

Purpose: _____

Club Officer

Date Submitted: _____

Club Sponsor

Council Representative

Approved: ____ Yes ____ No

Date: _____

Remarks: _____

PART 2 - FUNDRAISING REQUEST

Approved: ____ Yes ____ No

Governing Board, School
Principal or Designee

Date: _____

Remarks: _____

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STUDENT ACTIVITIES SCHOOL TICKET LOG

SCHOOL _____

	TICKET NUMBERS			
CLUB	DATE	FROM	TO	TOTAL

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CASH COLLECTION REPORT

School _____

Club Name _____	Account Code _____
-----------------	--------------------

Event _____	Date _____
-------------	------------

Club Officer/Sponsor _____

Change Fund Receipt Number _____	Amount \$ _____
----------------------------------	-----------------

<u>Denomination</u>	<u>Cash Returned</u>	<u>Receipt Book/Ticket Summary</u>	
Checks	\$ _____	Beginning	Ending
\$100.00	_____	Number	Number
50.00	_____	_____	_____
20.00	_____		
10.00	_____		
5.00	_____	Quantity Sold	Price \$
2.00	_____	_____	_____
1.00	_____	Total Sales	
0.50	_____	(Quantity X Price)	\$ _____
0.25	_____	Less Net Collections	\$ _____
0.10	_____	Cash Overage (Shortage)	\$ _____
0.05	_____	Total Deposit	\$ _____
0.01	_____		
TOTALS	\$ _____		
Less Change	(_____)	Reason for Overage (Shortage):	
Issued	_____	_____	
Net Collections	\$ _____	_____	

Receipts and Change Fund Issued To:	Change Fund, Receipts, and Cash Collections Received By:
-------------------------------------	--

Club Officer/Sponsor Signature _____	Student Activities Treasurer or Designee _____
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Date _____	Date _____
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STUDENT ACTIVITIES PURCHASE REQUISITION

SCHOOL NAME _____

CLUB: _____ ACCOUNT NO.: _____ DATE: _____

Pay To: _____

Quantity	Description & Order No.	Unit Price	Amount

Purpose (Event, Dates, Etc.)

<i>FOR DISTRICT OFFICE USE ONLY</i>	
RECEIVED	_____
CASH BALANCE	_____
PO NUMBER	_____

 Club Officer

 Club Sponsor

 Principal

 Student Activities Treasurer

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STUDENT ACTIVITIES PURCHASE ORDER

Purchase Order No.: (Prenumbered)

School: _____ Date: _____

To: _____
(Vendor Name) *(Vendor Address)*

Quantity	Description & Order No.	Unit Price	Total

Name of Club _____
 Approved by Club Official _____
 Approved by Sponsor _____
 Date _____
 Signed _____
(Student Activity Treasurer)

NOTE: Submit itemized invoice signed by purchaser. This purchase order is a claim against the Student Activity Fund only. The District assumes no liability in the purchase of this transaction.

Date Received _____
 Payment Approved _____
 Mathematical Accuracy _____
 Check Number _____
 Date _____

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SAMPLE STUDENT CLUB CONSTITUTION FORM

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be <name: _____> Student Activities Club.

Section 2: The <name: _____> Student Activities Club is organized exclusively for supplemental educational purposes.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall consist of students at <school name: _____>

ARTICLE III – ANNUAL MEETING

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Student Club who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by the Student Club President.

Section 3: Notice. Notice of each meeting shall be given to each Student Club Member.

ARTICLE IV - <name: _____> STUDENT ACTIVITIES CLUB

Section 1: Student Club Role, Size. The Student Club shall not have fewer than 5 members from the student body and one adult sponsor. An adult sponsor will assist and monitor the Student Club but will not act as a voting member. An adult sponsor must be an employee of the School District.

Section 2: Meetings. The Student Club shall meet at least annually, at an agreed upon time and place.

Section 3: Terms. All Student Club Members shall serve one-year terms, but are eligible for re-election.

Section 4: Student Club Elections or Appointments. Election of new Student Club Members will occur as the first item of business at the annual meeting of the Club. Officers will be elected by a majority vote.

Section 5: Quorum. A quorum must be attended by at least 3 members of the Student Club before business can be transacted or motions made or passed.

Section 6: Notice. An official Student Club meeting requires that each Student Club Member have written notice at least 24 hours in advance.

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SAMPLE STUDENT CLUB CONSTITUTION FORM

Section 7: Officers and Duties. There shall be 4 Officers of the Student Club consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Student Club meetings, shall preside or arrange for other Student Club Members to preside at each meeting in the following order: Vice President, Secretary and Treasurer.

The Vice President will chair committees on special subjects as designated by the Student Club Members.

The Secretary shall be responsible for keeping records of Student Club actions, including overseeing the taking of minutes at all Student Club meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Student Club Member.

The Treasurer shall make a report at each Student Club meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Student Club Members and the public.

Section 8: Vacancies. When a vacancy on the Student Club exists, nominations for new members may be received from present Club members by the Secretary two weeks in advance of a Student Club meeting. These nominations shall be sent out to Club Members with the regular Student Club meeting announcement, to be voted upon at the next Student Club meeting. These vacancies will be filled only to the end of the particular Student Club Members term.

Section 9: Resignation, Termination and Absences. Resignation from the Student Club must be in writing and received by the Secretary. A Student Club Member shall be dropped for excessive absences from the Club if she/he has three unexcused absences from Student Club meetings in a year. A Student Club Member may be removed for other reasons by a three-fourths vote of the remaining Members.

Section 10: Special Meetings. Special meetings of the Student Club shall be called upon the request of the President or one-third of the Student Club Members. Notices of special meetings shall be sent out by the Secretary to each Student Club Member dated at least 24 hours in advance.

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SAMPLE MINUTES FORM

The Student Activity Members of <club name _____> held a Meeting on

Members Present:

Others Present:

The meeting was called to order at _____

Motion to approve prior meeting minutes:

Motion to approve agenda:

Minutes to include, but not limited to:

- Discussions
- Motions made
- Motions approved

The meeting was adjourned at _____

Club Officer

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Purpose Statement

This club or student activity is formed for the purpose of promoting the general welfare and morale of the students as a body or as a special group responsible for raising funds.

To raise funds to finance normal and legitimate extra-curricular activities of the students (not to defray district expense).

To provide a learning experience for students by actively engaging them in the management of funds.

Club or Activity Name: _____

Account Balance: _____

Fund Raising Activities: _____

Use of Revenues: _____

Other Notes: _____

Sponsor Name: _____ Signature: _____

Site Principal: _____ Signature: _____

Date: _____

Board Approval: _____ Date: _____

CASA GRANDE UNION HIGH SCHOOL DISTRICT NO. 82

GBEAA-E ©

EXHIBIT

**STAFF CONFLICT OF INTEREST
CONFLICT OF INTEREST DISCLOSURE PURSUANT TO A.R.S. §§ 38-501
to 511
(Instructions)**

1. Employees must file a Conflict of Interest Disclosure within five (5) calendar days after commencing work and at least annually thereafter, either identifying any conflict the employee or the employee's relative has or stating that the employee or the employee's relative has no conflict.
3. All Conflict of Interest Disclosures shall be kept on file at Casa Grande Union High School District Office.
4. It is the employee's responsibility to update and submit to both District Legal and Human Resources Departments within fifteen (15) calendar days of any new conflict arising after the date of the most recent Disclosure.

STATEMENT OF CONFLICT

I, _____, do hereby indicate:

1. That I am presently an employee of the Casa Grande Union High School District;
2. That I (or my relative[s]: _____) have a substantial interest in the contract, sale, purchase, decision, investigation, or other matter by the Casa Grande Union High School District Governing Board as described below.

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Identify the contract, sale, purchase, service, decision, investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§ 38-501 to 511. (Use as much space as necessary)

Describe the "substantial interest" referred to above. (Use as much space as necessary)

STATEMENT OF DISQUALIFICATION

To be completed if you have a conflict as identified above.

To avoid any possible conflict of interest under A.R.S. §§ 38-501 to 511, I will refrain from participating in any manner in the matter identified above.

Signature

Date

STATEMENT OF NO CONFLICT

To be completed only if you do not or your relative does not have a conflict of interest.

I, _____, do hereby indicate that I do not have, and none of my relatives has, a substantial interest in any contract, sale, purchase, service, decision, investigation, or other matter of the Casa Grande Union High School District.

Signature

Date