

STUDENTS

Associated Student Bodies

The ASBs in the schools of the District shall operate within the following guidelines:

Structure

- A. ASBs are mandatory in grades 7 through 12 whenever students engage in money raising activities with the approval and under the supervision of the District. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the District must be administered in the same way as ASB money. The school principal is delegated to act as the ASB for K-5 school buildings.
- B. The school board has authority over ASBs. ASBs are subject to the same laws as the District, including accounting procedures, budgets, and warrants.

Financial Operations

- A. The District must have an ASB program fund budget approved by the school board.
- B. All ASB money is accounted for, invested, and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card
- D. ASB purchases must comply with state bid procedure as outlined in the district bid requirements policy and procedure. Purchases of the same goods or services for more than one school must be considered together when establishing the purchase amount and applicability of bid requirements.
- E. All property acquired with ASB moneys becomes property of the school District.
- F. ASB groups may raise private nonassociated student body and moneys through fundraising and donations for scholarships, student exchanges, and charitable purposes. Such fundraising and donation solicitation will meet the requirements for other ASB fundraising and those requirements specific nonassociated student body funds, including clear notice to all donors of the purpose of the fundraising. Students wishing to use district facilities to raise private nonassociated student

body funds will comply with the district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private nonassociated student body fund money, the district will withhold or otherwise be compensate an amount adequate to reimburse the district for its direct costs.

- G. Purposes that directly further or support the school district's program—both co-curricular and extracurricular—are suitable uses for ASB funds, if the activities are optional for students.
- H. ASB funds may not be used for gifts or recognition to individuals for private benefit. Private nonassociated student body funds may be raised for scholarships, student exchanges and charitable purposes, pursuant to district policy and procedure.

Waiver or Reduction of Fees

Each student who is eligible to participate in the federal free and reduced-price meals program will have fees associated with attending or participating in optional noncredit extracurricular activities waived.

Students' family members and other nonstudents who are sixty-five or older may have any fee to attend an optional noncredit extracurricular activity reduced if they would have difficulty paying the entire amount of the fee because of their low income. Any students' family members and other non-students who are sixty-five or older who believe he or she should have a fee reduced must contact the appropriate school and ask for a reduction. The school principal will determine whether a reduction is appropriate after obtaining relevant information from the person seeking the reduction

Adopted:	<u>May 23, 2001</u>
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