

STUDENT ACTIVITY PERSONNEL

BOARD OF EDUCATION – The Board of Education shall adopt by resolution in its minute record, rules, regulations, and policies to govern the establishment and operation of the student activity funds (Fund 200 and 300). In adopting policies, the Board must consider all applicable legal requirements including court cases, attorney general opinions, Ohio Administrative Code requirements as well as Ohio Revised Code requirements.

TREASURER – The treasurer of the Board of Education shall be the treasurer of the student activity funds. The treasurer is the Chief Financial Officer of the school district.

The enforcement of accounting procedures and internal control procedures shall be the sole responsibility of the treasurer. The treasurer may delegate an employee to receive custody of student activity funds. Initially, such moneys must be deposited with the treasurer or properly designated depository of the school district within **twenty-four (24)** hours.

SUPERINTENDENT - The superintendent is responsible for the total operation of the school district including the program of student activities. The superintendent is the Chief Executive Officer of the school district. The superintendent is responsible for administering all board policies except those required by the treasurer.

PRINCIPAL – Principals are responsible to supervise all student activity programs within their buildings. This includes both fiscal and program functions of the student activity organizations. The principal is responsible for the approval of requisitions for expenditures of student activity funds and for the annual submission of budgets and statements of purpose for the various student activities to the treasurer of the Board of Education.

CASHIER – The designated cashier in each school is responsible for the accurate and secure handling and depositing of funds received by student activity programs. Cashiers are required to maintain a record and file of source documents for the receipt and expenditure of student activity funds.

Cashiers are to immediately report any questions regarding the integrity of the handling of student activity funds to the treasurer.

ADVISOR/COACH – Student activity advisors/coaches 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 statement of purpose. 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 organization.

TICKET SALES

The following guidelines apply to all school events at which tickets are sold.

RESPONSIBILITIES OF THE ACTIVITY SPONSOR

- A. Establish the price and make arrangements for the printing of tickets.
- B. Obtain approval from the principal for any complimentary tickets to be given away.
- C. Select the ticket sellers and provide them with the appropriate number of tickets, the forms needed to account for the sales, and the currency and coins needed for making change. Make sure they understand the sales and accounting procedure.
- D. Make a record of the number of tickets given to each seller.
- E. Receive the money, ticket sales accounting form, and unsold tickets from each seller and reconcile the money collected with the ticket sales accounting record. Maintain a record of unsold tickets.
- F. Prepare the deposit record and deposit the funds in the depository designated by the Treasurer.
- G. Make note of any changes in procedure that should be incorporated into the next ticket sale.

RESPONSIBILITIES OF THE TICKET SELLER

- A. If tickets are numbered, make a record of the first and last numbers to verify the number of tickets received from the activity supervisor. Verify the prices, particularly if there are price differentials.
- B. Complete the information called for on the form heading.
- C. Collect the money from the purchaser, verify that the amount is correct, and provide the purchaser with the ticket(s).
- D. At the end of the sale, record the number of the first unsold ticket, and count the number of tickets sold. If tickets have been sold at different prices, record the numbers sold at each price.
- E. Organize the money collected by denomination and then count each denomination. For each price category, compare the actual total with the total obtained by multiplying the number of tickets sold by the price of each ticket.
- F. Provide the activity supervisor with the money, ticket sales accounting record, and the unsold tickets.

INTERSCHOLASTIC ATHLETICS

In order to maintain an effective program of interscholastic athletics, the District employs an athletic director and coaches who, in cooperation with the high school principal, are to fulfill the responsibilities described below.

RESPONSIBILITIES

The Senior High School Principal shall:

- A. be held ultimately responsible in all matters pertaining to interscholastic athletic activities;
- B. fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the High School Athletic Association and the Board of Education;
- C. oversee all ticket sales and the handling of ticket revenue;
- D. keep a record available at all times regarding the latest up-to-date information on the eligibility of the current season sports' squads including cheerleaders and team managers;
- E. recommend a member of his/her faculty to act as sponsor for high school cheerleaders;
- F. handle matters pertaining to insurance and processing of medical claims at the high school;
- G. coordinate the planning of such events at athletic assemblies, Parents Night, Homecoming; Banquets, Booster Club Activities, etc.

The Director of Athletics shall:

- A. direct and coordinate all activities of the Department of Athletics and be directly responsible to the principal;
- B. together with the principal, approve all athletic contests before they are contracted;
- C. prepare the total athletic budget for the District and present it to the superintendent for formal adoption;
- D. ascertain that all rules and regulations of the High School Athletic Association are upheld and enforced;
- E. strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs;

- F. secure a team physician for attendance at football games and arrange for ambulance service at football games;
- G. arrange for the transportation and meals of all District athletic teams;
- H. check the readiness of all facilities for teams and spectators prior to game time;
- I. prepare all game contracts, specifying the date, time, and location;
- J. co-sign with the principal all contracts and keep them on file in the Athletic Director's Office;
- K. make arrangements for physical examinations for candidates for athletic squads, after checking with the head coach;
- L. employ and pay all contest officials and personnel involved in operating the contest;
- M. issue all passes and complimentary tickets;
- N. regulate the use of the press box and the public address system;
- O. set up the flag raising ceremony and the playing of the National Anthem;
- P. reconfirm the athletic contest, one week prior to the game date, with the visiting school and game officials;
- Q. make arrangements for emergency medical care;
- R. arrange for the ordering and the presentation of letters and other athletic awards;
- S. arrange for reconditioning of athletic equipment.

The Head Coach shall:

- A. be responsible for all matters relating to the organization and administration of the team under his/her direction;
- B. enforce all rules of the High School Athletic Association related to his/her sport;
- C. assign duties to equipment managers and assistant coaches and evaluate their performance;
- D. plan all practice sessions;
- E. prepare public information releases regarding his/her sport;
- F. maintain an accurate and current squad roster and submit copies to the Athletic Director;

G. cooperate with the athletic director in setting up physical examination schedules and verify that no candidate is issued equipment or allowed to practice until his/her examination card, emergency medical authorization form has been completed, student activity fee is paid, and his/her insurance coverage is in effect;

H. assign at least one (1) coach to be with the squad at all times;

This includes locker room supervision until all squad members have left the building. A spot check should then be made to see that all windows, doors, and gates are locked in any area that has been used.

I. prepare a detailed equipment and supply request and submit it to the Athletic Director;

J. arrange for the presentation of team awards through the Athletic Director;

K. recommend teams that may be scheduled and officials to be employed;

L. enforce rules and regulations concerning conditioning of players and their health and safety;

M. report injuries to the principal. Coaches should exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

The Assistant Coach (includes Varsity Assistants, Reserve, Freshman, and Junior High Coaches) shall:

A. support the head coach in the conduct of his/her particular sport and the total athletic program;

B. fulfill all responsibilities assigned by the head coach;

C. be prepared to assume the responsibility of the head coach, if and when necessary.

SPORTSMANSHIP EXPECTATIONS

In keeping with Board policy and the guidelines of the High School Athletic Association, the following behaviors are expected of each group as that group fulfills its role in providing for an athletic program that is based on exemplary sportsmanship.

SCHOOL ADMINISTRATORS are expected to:

- A. Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference, and the High School Athletic Association. This program should stress that disrespectful behavior, especially taunting, trash talking, and intimidation, will not be tolerated.
- B. Provide appropriate supervisory personnel for each interscholastic event.
- C. Support participants, coaches, and fans that teach and display good sportsmanship.
- D. Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
- E. Attend events whenever possible and function as a model of good sportsmanship. This includes communicating with spectators during an event what is acceptable and unacceptable behavior.

EACH COACH is expected to:

- A. Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards. Practicing good citizenship is practicing good sportsmanship.
- B. Respect the integrity and personality of the individual athlete.
- C. Abide by and teach the rules of the game in letter and in spirit.
- D. Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking, and intimidation, will not be tolerated.
- E. Set a good example for players and spectators to follow.
- F. Refrain from arguments in front of players and spectators.
- G. Not use gestures that indicate an official or opposing coach does not know what s/he is doing or talking about.
- H. Not throw objects in disgust.
- I. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of his/her players.

- J. Respect the integrity and judgement of game officials.

The officials are doing their best to help promote athletics and the student athlete. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of you and your team in the eyes of all people at the event.

- K. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- L. Confine his/her remarks to game statistics and to the performance of his/her team.
- M. Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- N. Be no party to the use of profanity or obscene language or improper actions.

EACH STUDENT-ATHLETE is expected to:

- A. Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, District, and community.
- B. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- C. Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
- D. Treat opponents the way the student would like to be treated, as a guest or friend. Who better than the participating athlete can understand all the hard work and team effort that is required of the sport?
- E. Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- F. Refrain from intimidating behavior.
- G. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- H. Respect the integrity and judgment of game officials.

The officials are doing their best to help promote athletics and the student athlete. Treating them with respect, even if the athlete disagrees with their judgment, will only make a positive impression of the athlete and the team in the eyes of the officials and all people at the event.

- I. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

EACH CHEERLEADER is expected to:

- A. Understand the seriousness and responsibility of his/her role, and the privilege of representing the school, District, and community.
- B. Treat opposing cheerleaders the way the student would like to be treated, as a guest or friend.

Who better than the cheerleader can understand all the training and team effort that goes into a cheerleading squad?

- C. Wish opposing cheerleaders good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- D. Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to the school's spectators.
- E. Select positive cheers that praise the school's team without antagonizing the opponents.
- F. Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- G. Use discretion in selecting the times to cheer. Give the opposing school the same amount of time the school's squad would want in performing cheers, and treat opposing players like the school's team is treated.
- H. Give encouragement to injured players and recognition to outstanding performances for both teams.
- I. Respect the integrity and judgment of game officials.

Treating them with respect, even if the cheerleader disagrees with their judgment, will only make a positive impression of the team, the squad, and community in the eyes of the officials and all people at the event.

MEMBERS OF OTHER STUDENT GROUPS (PEP CLUB, BAND) are expected to:

- A. Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- B. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.

- C. Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- D. Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
- E. Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- F. Respect the integrity and judgment of game officials.

Treating them with respect, even if disagreeing with their judgment, will only make a positive impression of the group, the team, and community in the eyes of all people at the event.

- G. Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

EACH SPECTATOR is expected to:

- A. Remember that s/he is at a contest to support and yell for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- B. Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- C. Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- D. Learn the rules of the game, so that s/he may understand and appreciate why certain situations take place.
- E. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as one would treat a guest in his/her own home.
- F. Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- G. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- H. Recognize and show appreciation for an outstanding play by either team.
- I. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- J. Use only those cheers that support and uplift the teams involved.

- K. Recognize and compliment the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- L. Be a positive behavior role model through hi/her own actions and by censuring those close by whose behavior is unbecoming.

THE PUBLIC ADDRESS ANNOUNCER is expected to:

- A. Be impartial. Announce the contest with no show of favoritism.
- B. Use proper language at all times.
- C. Be enthusiastic but calm.
- D. Not “talk over the crowd”.
- E. Not anticipate or second-guess calls by the officials or criticize official’s decisions, directly or indirectly.
- F. Be aware of the entire venue so that calm directions can be given in and emergency.

Serious situations can be avoided if the announcer will caution the crowd against coming onto the playing surface, throwing things, and the like.

- G. Permit no one to use the microphone (especially coaches during the game), except those in charge of the event and/or by design of those in charge of the event.
- H. Be responsible for whatever is said over the p.a. system.
- I. Announce convenient routes for spectators to leave the venue and caution the crowd to drive safely on its way home.
- J. Be aware that good sportsmanship is a very important part of interscholastic activities; reading a sportsmanship statement prior to the beginning of an event, and at key times during breaks in the action contributes to a positive, educational atmosphere.

STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate activities of the student body organization.

For purposes of this policy, a “student activity fund” may include, but not be limited to co-curricular and approved extra-curricular activities such as clubs, publications, etc.

Each activity covered by this policy must be recognized by the Board of Education before monies can be collected or disbursed in the name of said activity. Any and all proposed expenditures from a student activity fund must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose.

The Superintendent is directed to obtain annually prior to the start of the new fiscal year a list of student activities with a brief description of their objectives, activities, and limitation of each fund.

The Board will review the list upon submission to determine if the objective of each fund serves a continuing district need.

The Board authorizes the maintenance of approved student activity funds.

The Board authorizations the Superintendent to act on its behalf to review and approve each expenditure from a student activity fund prior to disbursement. In approving expenditure, the Superintendent shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose.

A charitable donation may be made to an organization or individual in accordance with the treasurer’s guidelines for activity funds expenditures.

An expenditure shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not be disbursed to a school class or group for any activity or event that will occur after the students have graduated.

Fund raising for all student activities will be in accordance with Board Policy 5830 and Policy 9700.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.

The Superintendent shall implement administrative guidelines which will ensure that all student activity funds are managed, recorded, deposited in accordance with law and sound fiscal practice.

R.C. 9.39, 3313.47, 3313.51, 3313.53, 3315.01, 3315.062

R.C. 3315.12, 3315.14, 3317.024, 5705.41, 5705.412

A.C. 117-2-18, 117-2-20

STUDENT ACTIVITY FUNDS

A. Collection and Deposit of Cash

All money collected from any source should be substantiated by prenumbered student activity group receipts, cash registers supplying cumulative readings, prenumbered tickets or other auditable, checkable records. In all cases, where tickets are used, ticket reports and unsold tickets must be available for audit. The audit trail is most important. Where it is not practicable to collect the cash in a central office, collections from various classes may be collected by cashiers and turned into the principal's office within twenty-four (24) hours.

If cash registers are used for the collection of monies, the following conditions shall apply:

1. registers are sealed without resettable totals
2. total reconciles with the sales
3. tickets or tapes supporting "over-rings" are retained
4. all voids or adjustments are approved

B. Financial Forms

1. should be prenumbered
2. perpetual inventory should be maintained on prenumbered collection forms, receipts, tickets, etc.
3. prenumbered forms should not be printed in the school printing department
4. sponsor should keep records of collections, by source.
5. no collection should be turned over to cashier without receiving a prenumbered receipt.

C. Disbursements

All disbursements shall be made by check (warrant), prepared by the treasurer, supported by a proper, approved requisition and purchase order, and verified by a receiving invoice. They also should be verified for accuracy of price extensions and totals.

D. Purchase Order Process

The purchasing procedure and the payment of claims procedure described in AG 6320A shall be used for all purchases from student activity funds.

E. Auditing

The State Department of Education requires an annual audit of student activity funds. The State Auditor recommends that at the end of each school year, an internal audit be conducted in order to verify compliance with Board policies, receipts, expenditures, cash on hand, petty cash, and to balance all ledgers and journals with the depository. A copy of this audit should be on file in both the treasurer's and superintendent's office. All organizational records and internal audit working papers should also be retained in the treasurer's office so that they may be audited.

Each activity fund established under Section 3315.062, Revised Code, will be audited at the same time the examination of the records and accounts of the District is made or at such other time as needed or as requested by the Board. The audit shall include a determination as to whether legal requirements, including those imposed by the Board, are being followed.

F. Management of Funds

1. Fund 200

The Fund 200 consists of those student activity programs that have student participation in the activity and have students involved in the management of the program. This includes those student activities that consist of a student body, student president, student treasurer, and faculty advisor. The Fund 200 is a fiduciary fund-type trust fund classification.

2. Fund 300

The Fund 300 consists of those programs that have student participation in the activity but do not have student management of the programs. This would usually include athletic programs but could also include the band, cheerleaders, flag corps, and other similar types of activities. The primary criterion for determining how funds are classified is "who determines how the money is spent?" The Fund 300 is a governmental fund-type special revenue classification.

G. Establishment and Maintenance of Student Activity Funds

In compliance with the laws of the State for the establishment and maintenance of a student activity fund the following regulations shall govern each such District fund.

1. The gross amount of monies received and paid out in connection with student activity funds subsidized by the Board shall be recorded through the general Board accounts.
2. Each student activity organization or group that has financial transactions involving \$50 or more shall establish an account on the District records in which it shall record its transactions.
3. Advisors or sponsors shall be selected at the direction of the Board and their duties shall consist of preparing the annual budget and purpose clause of their activity group, supervising the activities of their group including preparation of fund-raising potentials, maintaining group financial oversight, and such other duties as assigned by the principal or superintendent.
4. Student activity funds shall not be used for any purpose that represents an accommodation, loan, or credit to Board employees or other persons. Postdated checks may not be accepted and checks may not be cashed for anyone.
5. Board employees or others may not make purchases through a student body in order to take personal advantage of student body purchasing privileges.
6. No student activity organization shall be obligated for purchases made by students, faculty, and/or others unless supported by a written purchase order signed by the treasurer/superintendent.

Examples of expenditures that are prohibited are:

- a. repairs and maintenance of District-owned equipment or property;
 - b. salaries for services which are the responsibility of the District or for District assignments;
 - c. memberships that benefit individuals;
 - d. all items for personal use;
 - e. contributions to fund-raising drives for charitable organizations unless part of a group's purpose and objectives statement.
7. If a student group wishes to make a contribution from its activity fund to a charitable organization or to an individual with a demonstrated health, economic, or emergency need, it should submit the request to the treasurer stipulating the amount of the donation along with an explanation of how the donation relates to the groups stated goals.
 8. Monthly and annual financial reports of all student activity funds are to be prepared by the treasurer and submitted to the Board. A copy of such reports shall also be sent to the sponsor of each activity.

9. Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program.
10. All sales projects or programs must be approved by the principal and the superintendent at least two (2) weeks prior to the sale or event.
11. All sources of revenue must be approved by the treasurer, on behalf of the Board, and shall be included in the student-activity group's current-year budget. Receipts and expenditures must be coded by USAS Classification.
 - a. Records shall be maintained of the receipt and disbursement of all such monies in accounts according to the activity involved.
 - b. Disbursements shall be made by check only upon the request of a staff advisor and the approval of the purchase order.
12. All funds should be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.
13. All funds accumulated in the name of a specific class or discontinued activity must be withdrawn from that account within one year following the graduation of said class or discontinuance of such activity in order to meet any outstanding bills and any residual funds shall revert automatically to the general fund.
14. All monies collected should be deposited with the building secretary within twenty-four (24) hours of collection.
15. All expenditures from a student-activity fund shall be in accordance with the approved budget. Authorization for an expenditure must be accompanied by an approved requisition processed by a formal purchase order, and certified by the treasurer that funds are available for the expenditure.

G. Establishment and Maintenance of Athletic Funds (Student Activity Funds)

1. The superintendent shall be responsible for the approval of requisitions for expenditures of funds.
2. No athletic fund organization shall be obligated for the purchases made by students, faculty, and others, unless such purchase is supported by a written purchase order signed by the treasurer/superintendent.
3. At the conclusion of each athletic program, the coach shall, within two (2) weeks, submit an inventory of all equipment and supplies to the Athletic Director.
4. Athletic groups shall annually submit to the superintendent for approval by the Board a statement of projected revenues and expenditures.

All athletic fund-raising activities shall be approved by the superintendent.

Needy Student Fund

Donations may be made to needy students from any student activity fund which has such contributions as part of its objective.

BUDGETARY PROCESS

The advisor is to prepare and submit an annual statement of purpose for his/her specific student activity organization to the building principal. The principal is to present the completed activity budget to the treasurer by September 1st of each year.

The budget forms need to be filled out completely, neat in appearance and approved by the building principal. The budgets may be revised during the year, as the advisor and/or treasurer deem necessary.

The budget must include the following sections to be approved by the Board of Education:

Statement of Purpose

The statement of purpose should encompass the reason for the activity's existence, its aspirations, its future goals and the means through which the goals and aspirations may be achieved. The statement should be general, in how these goals are to be accomplished and should also list what the general outcomes will be for the student activity.

Estimated Revenue

The student activity will need to determine any source of revenue for the fiscal year of the budgeting process. The revenue sources need to be general so as to not to bind the organization in only performing those items listed on the budget. If other projects are determined to be feasible during the fiscal year, the budget may be revised.

Estimated Expenditures

The student activity will need to determine any expenditure for the fiscal year of the budgeting process. The expenditures need to be general so as to not to bind the organization in only performing those items listed on the budget. If other projects are determined to be feasible during the fiscal year, the budget may be revised throughout the year.

NO STUDENT ACTIVITY BUDGET MAY BE WRITTEN TO INCLUDE A DEFICIT ENDING BALANCE FOR THE FISCAL YEAR.

STUDENT FUND RAISING

The following guidelines are to be followed for any activity that involves fund raising by students and from students.

No advisor for an approved school organization is to accept any form of compensation from vendors that will provide a fund raising activity, including, but not limited to, cash, gifts, travel vouchers, tickets, passes, and other things of such value. In the event that such compensation is received, albeit unsolicited, the advisor shall notify the treasurer, in writing, that s/he received such compensation and shall turn in such compensation to the treasurer at his/her earliest convenience.

In any fund raising activity involving students, the following conditions must be met:

- A. No instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure the participation will not adversely affect his/her school work and other school responsibilities.
- D. In accordance with Board policy, each fund-raising activity must be approved by the principal if occurring on District premises and by the superintendent if occurring off District property. In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- E. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who shall be personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resaleable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- F. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.

- G. Upon completion of a fund-raiser, a final report is to be submitted to the treasurer/superintendent within thirty (30) days. The report should state:
1. cost of items or merchandise;
 2. amount of money projected and amount of money raised;
 3. any differences between the actual activity and the planned activity;
 4. any problems that occurred and how resolved;
 5. when and where funds were deposited;
 6. 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.
- H. Fund-raising activities will not be permitted if they interfere with the District's educational program on nutrition.
- I. No house-to-house canvassing is allowed by any student for any school or school-related purpose, unless accompanied by a staff member, parent, or authorized adult.
- J. 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 the service is provided in a proper manner and also ensure the safety and well being of the students and the property of both the purchaser and the owner of the site.
- K. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for,," 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 over-extending themselves to the point of potential harm.

STUDENT PARTICIPATION IN SUMMER CAMPS/PROGRAMS

If a summer camp/program is related to a curricular or extra-curricular offering of the District, all relevant policies and guidelines of the District will be applicable, including but not limited to the following:

DISTRICT-RELATED CAMPS/PROGRAMS

Policy 3121 – Criminal History Record Check

All people who may have care, control, or custody of the student have been cleared through the State police.

Policy 3213 – Student Supervision and Welfare

Proper supervision of students at all times in accordance with this policy should be an essential aspect of each staff member's responsibilities.

AG 2340B or AG 2340C – District-Sponsored Trips and Overnight Trips

If participating students will be involved in day trips or overnight trips while attending the summer camp or program, the conditions established in these guidelines should be adhered to, especially written parental consent.

Policy 5330/AG 5330 or AG 5330A – Use of Medications/Emergency Medication

In those circumstances where a student must take prescribed medication or be administered emergency medication while attending a summer camp or program, the procedures established in the policy and guidelines should be observed. Also, the appropriate authorization forms must be completed.

Policy 5340/AG 5340A/AG 5340B or Policy 5341 – Student Accident/Illness/Concussion

The summer camp or program should verify that it has certain procedures in place for student accidents, illnesses, and health emergencies which provide for prompt attention to the student and have been communicated to all staff and participants. Also, in the event emergency medical treatment is required, staff will adhere to the instructions set forth in the student's Emergency Medical Authorization Form.

Policy 5516 – Student Hazing

All staff should be alerted to possible situations, circumstances, and events that might include hazing. To that end, the summer camp or program should verify that this policy is communicated to all staff and participants and that all hazing incidents are immediately reported to the superintendent.

Policy 5517/AG 5517 – Student Harassment

The summer camp or program should verify that it has the harassment-protection procedures in place and they have been communicated to all staff and participants.

Policy 5517.01/AG 5517.01 – Aggressive Behavior

Aggressive behavior toward a student (i.e., physical, verbal or psychological abuse), whether by other students, staff, or third parties is strictly prohibited. The policy and guidelines for reporting, investigation, and resolving complaints of aggressive behavior should be adhered to and communicated to all staff and participants in the summer camp or program.

Policy 5530/AG 5530 – Drug Prevention

There should be a strict policy communicated to students prohibiting possession, use, and distribution of any controlled substance or drug paraphernalia.

Policy 7540.03/AG 7540.03 – Student Network and Internet Acceptable Use and Safety

In those circumstances where students are permitted to access the District's computer network and the Internet during a summer camp or program, the procedures set forth in the guidelines should strictly be adhered to, including written parental consent. Also, students must sign the Student Network and Internet Acceptable Use and Safety Agreement.

Finances

All funds associated with the summer camp/program are to be managed by the treasurer in accordance with District guidelines.

NONDISTRICT-RELATED CAMPS/PROGRAMS

If a summer camp/program is not District-related, the following guidelines will apply.

Permission

Any staff member who manages or is a participant in the camp/program must confer with the principal prior to talking with any student on District property about participation in the activity.

Under no circumstances is a student to be told that his/her chances to participate in a District program will be influenced by if or how well s/he participates in the summer camp/program.

Disclaimer of Responsibility

Prior to allowing a staff member to talk with District students about participation, the District will require that the student's parents receive a copy of Disclaimer of Responsibility.

DISTRICT-SUPPORT ORGANIZATIONS

In accordance with Board policy, all District-support organizations, including parent associations, booster clubs and the like, are to abide by the following guidelines.

- A. Bylaws of the organization clearly state:
 1. the purpose of the organization which must be to benefit the students of the District;
 2. the name of the organization;
 3. the procedure for the election of officers and the length of terms;
 4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the superintendent.
- B. Each organization will, by no later than August of each year, submit its plan for any and all fund-raising activities to include the following:
 1. the purpose of each fund-raising activity
 2. the fund-raising procedure
 3. the bookkeeping procedure that will be used
 4. designation of a fiscal officer for the organization who will be responsible for the accounting of the funds
 5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account
 6. agreement that none of the activities involve the use of public funds
 7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization
 8. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like
- C. Each organization agrees that any donations made to the District shall be done in accordance with Board policy 7230 and the accompanying guidelines.
- D. Each organization agrees to abide by the policies and guidelines established for the use of District facilities and grounds.
- E. Each organization needs to submit a financial statement annually to the treasurer no later than July 30th.

VOLUNTEERS

ALL REQUIREMENTS BELOW ARE BASED ON BOARD POLICIES 3120.09 & 4120.09

Volunteer – an individual that is NOT paid by the BLS D for the services he/she is providing to the district

Policy 3120.9 and 4120.9

“... Superintendent shall inform all volunteers who work **unsupervised** with children on a **regular basis** of the need toprovide a set of fingerprints so that **a criminal record check** can be conducted and that they will have to pay the costs associated with the criminal records check either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the board.”

District Interpretation of this Paragraph

unsupervised – without a teacher, administrator, coach (or responsible certified staff member) being in the same room when in the school building or at the same activity/event when outside the school

regular basis – more than one time or one day

a criminal background check – an Ohio BCII check

Examples of volunteers that would need a background check

Classroom volunteers that work with students out in the hall for more than one day

Ohio Reads Volunteer

Extracurricular and Special Fee Assignment Volunteers (not coaches)

**Chaperones for an extended field trip (more than one day) that are given the responsibility for supervising students without the direct observation of the teacher (or other certified staff member in charge of the trip)

Examples of volunteers that would NOT need a background check

Volunteers that assist in the classroom only when a teacher is present

Casual PTO or Booster volunteers

Chaperones for 1 day trips/events

Volunteers working for booster organizations in a concession stand

CURRENT FORMS CAN BE FOUND AT
WWW.BUCKEYESCHOOLS.INFO

STATEMENT OF PURPOSE & BUDGET APPROVAL FORM

DISTRICTWIDE FUND-RAISING PROJECT

ACTIVITY FUND-SALES PROJECT POTENTIAL

GIFTS-DONATIONS

***PLEASE NOTE: ALL BOARD POLICIES CAN BE ACCESSED ONLINE AT
WWW.BUCKEYESCHOOLS.INFO***

BUCKEYE LOCAL SCHOOLS

PLEASE SIGN AND RETURN TO THE TREASURER

I have read the Student Activity Advisor Manual and understand the duties and responsibilities of student advisor and/or coach for the 2015-2016 school year and agree to support and abide by the rules, guidelines, procedures, and policies of the school district.

ACTIVITY/CLUB NAME

SIGNATURE OF ADVISOR/COACH

DATE

DISTRICT PHILOSOPHY

The Buckeye Local Board of Education recognizes that well balanced and effectively administered student activity programs will stimulate student growth and development. The Board of Education hopes to provide students with an activities program that is attractive, meaningful, and worthwhile.

The successful operation of any co-curricular program is dependent upon the formulation of sound policies and effective guidelines. Laws of the State of Ohio, board policies and administrative guidelines govern the student activity programs in the Buckeye Local School District.

As required by the State of Ohio, the Buckeye Local School District has adopted the rules, regulations, and procedures for accountability of student activity funds as written within this policy manual.