

Students

Associated Student Bodies

The Associated Student Bodies (ASBs) in the schools of the district will operate within the following guidelines:

Structure

- A. ASBs are mandatory whenever one or more students engage in money-raising activities with the approval and under the supervision of the district. The school principal is designated to act as the ASB for K-6 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 will have an ASB program fund budget approved annually by the Board, based on its review, revision, and approval of the financial plans submitted to the Superintendent by each ASB with the guidance of its primary advisor.
- B. All ASB money is accounted for, spent, invested, and budgeted the same way as other public money.
- C. Disbursements may be made either by warrant, imprest bank accounts, procurement card, or petty cash accounts.
- D. ASB purchases will comply with state bid procedure as outlined in the law and district bid requirements policy and procedure. Purchases of the same goods or services for more than one school will be considered together when establishing the purchase amount and applicability of bid requirements.
- E. All property acquired with ASB monies becomes the property of the school district.
- F. ASB groups may raise private non-association student body fund 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 to non-associated student body funds, including clear notice to all donors of the purpose of the fundraising. Students wishing to use district facilities to raise private non-associated student body funds will comply with district policy and procedures regarding community use of school facilities. For handling the accounting for complex fundraising programs for private non-associated student

body fund money, the district will withhold or otherwise be compensated 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 non-associated student body funds may be raised for scholarships, student exchanges, and charitable purposes, pursuant to district policy and procedure.
- I. The unreserved ending fund (cash) balance for a school's ASB fund will not exceed twenty percent (20%) of its annual expenditures without prior approval from the Superintendent or designee.

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 received 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 they 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.

Website Publication of Program Fund Information

The district will publish the following ASB program fund information on its website:

- A. The fund balance at the beginning of the school year;
- B. Summary data about expenditures and revenues occurring over the course of the school year;
- C. The fund balance at the end of the school year;
- D. Data related to high school student possession of an associated student body card and high school student participation in school-based extracurricular activities;

- E. The district's extracurricular activity opportunity gap reduction plan, whenever the district is required to develop one; and
- F. A list of optional non-credit extracurricular event attendance and participation fees and the district's policy for waiving or reducing those fees.

The information will be published for each ASB of the district and each account within the ASB program fund. The information will be published on the website of the applicable school of the ASB. The information will be updated annually by each August 31st, to cover the previous five years.

Adoption Date: July 29, 1992

Revised Dates: June 22, 1994

Revised Dates: June 28, 2000

Revised Dates: April 28, 2009

Revised Dates: November 12, 2020