

Associated Student Bodies – Procedures

The ASBs in the schools of the district shall operate within the following rules and regulations:

STRUCTURE:

- A. ASBs shall be formed with a constitution and bylaws in grades 7 through 12 where 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 shall be administered as ASB money. The school principal shall 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 but not limited to accounting procedures, budgets and warrants.

FINANCIAL OPERATIONS:

- A. The district shall have an ASB program fund budget approved by the school board.
- B. All ASB money is accounted for, spent, invested and budgeted as public money.
- C. Disbursements may be made by warrant, imprest bank accounts, procurement card or petty cash funds.
- D. ASB purchases shall 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 shall be considered together when establishing the purchase amount and applicability of bid requirements.
- E. All property acquired with ASB moneys shall be the property of the school district.
- F. ASB funds may not be used for gifts or recognition to individuals for private benefit. Purposes that directly further or support the school district's program — both extracurricular and interscholastic — are suitable uses for ASB funds, if the activities are optional for students.
- G. Associated student body groups may raise "private nonassociated student body fund moneys" (money disbursed separately from all other ASB funds) through fund raising and donations, only when such moneys shall be for scholarships, student exchanges and charitable purposes. Such fund raising and donation solicitation shall meet the requirements for other ASB fundraising and those requirements specific to nonassociated student body funds (money raised and disbursed for specific categories within the ASB budget) including clear notice to all donors of the purpose of the fund raising. Students wishing to use district facilities to raise private non-associated student body funds shall comply with district policy and procedures regarding community use of school facilities. The district shall recoup its costs for handling the accounting for complex fundraising programs for private nonassociated student body fund money.