

## **Associated Student Body (ASB)**

### **1. Organization**

- 1.1 An associated student body (ASB), with the approval and at the direction or under the supervision of the district, shall be formed in each school within the district whenever one (1) or more students in that school are engaged in money-raising activities.
- 1.2 The ASB shall be a formal organization of students, including subcomponents or affiliated student groups. Each ASB shall submit a constitution and bylaws to the Assistant Superintendent of Business Services for approval. The constitution and bylaws shall identify how student activities become approved and will establish standards for their supervision, governance, and financing. Subject to such approval process, any lawful activity which promotes the educational, recreational, or cultural growth of students may be considered for recognition as an ASB activity.
- 1.3 Any lawful fund raising practices that are consistent with the goals of the district, such as that comply with district operational procedures Fund Raising Activities 3530 and Food and Nutrition Services 6700, and that do not bring disrespect to the district or its students may be acceptable methods and means for raising funds for ASB activities.

### **2. Supervision**

- 2.1 The principal shall designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district operational procedures, ASB standards, student safety, student rules and regulations, or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities.
- 2.2 The operation of ASB activities are ultimately the responsibility of the building principal.

### **3. Budget**

- 3.1 Each ASB shall prepare and submit annually a budget for the support of the ASB program to the assistant superintendent of business support services to be included in the annual district budget adoption.
- 3.2 All property and money acquired by ASBs shall be district funds and shall be deposited and disbursed from the district's ASB program fund.

### **4. Financial Operating Guidelines**

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

- 4.1 ASBs are mandatory in grades K through 12 whenever students engage in money raising activities with the approval and under the supervision of the district. The school principal or his/her designee is designated to act as the ASB administrator for K-5 school buildings; and
- 4.2 The school board has the authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets, and warrants.
- 4.3 The district shall have an ASB program fund budget approved by the school board.

- 4.4 All ASB money shall be accounted for, spent, invested, and budgeted the same way as other public money.
- 4.5 Disbursements shall be made either by warrant or imprest bank accounts for petty cash funds.
- 4.6 ASB purchases shall comply with state bid laws.
- 4.7 All property acquired with ASB monies becomes the property of the school district.
- 4.8 Those portions of ASB monies which constitute bona fide voluntary donations and are identified as donations at the time of collection may be expended as gifts or grants for charitable or scholarship purposes, including student exchange programs.
- 4.9 ASB funds shall be used for purposes that directly further or support the school district's educational mission and extracurricular program.
- 4.10 Internal control systems for cash handling shall be observed.
- 4.11 All ASB activities shall observe the procedures as stated in the ASB Handbook for Elementary and Secondary Schools.

## 5. Fund Raising Activities

### 5.1 Activities

Solicitation of funds from students, staff, and citizens must have some limitations since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the building principal providing that the instructional program is not adversely affected.

### 5.2 Procedures

School fund raising procedures are as follows:

- 5.2.1 Student participation in all fund raising activities must be voluntary.
- 5.2.2 Fund raising activities must be conducted in a manner so as to minimize the amount of school time required and to emphasize the educational and civic values of pupil participation; see OP 3530.
- 5.2.3 The public relations image of the district must be considered in planning any fund raising activities.
- 5.2.4 It is encouraged, when feasible, to establish and publicize the purpose(s) for a fund raising activity prior to the actual activity.
- 5.2.5 Fund raising activities conducted by ASBs or subgroups thereof must conform to the district ASB accounting requirements as outlined in the ASB Handbook. Expenditures of all ASB funds must be approved by the ASB.
- 5.2.6 Fund raising activities co-sponsored by a student body organization, PTA, and other parent groups must have a pre-arranged plan for the proportional sharing of profits or losses.
- 5.2.7 The selling of items and the posting of signs by students, parents, or staff on school premises for fund raising activities not related to the school but of a personal interest to an individual student, parent, or staff member is prohibited.
- 5.2.8 Awards and incentives may be used to recognize outstanding individual or group efforts toward fund raising activities. However, they must be done in a manner that

ensures that individuals or groups are not pressured or singled out in any way. Further, they should not be used to unduly influence the level of participation in a fund raising activity.

**Cross References:**

(cf.: 3200 – Student Rules, Regulations and Conduct: Discipline)

(cf.: 3530 – Fund Raising Activities)

(cf.: 6020 – System of Funds Accounts)

(cf.: 6700 – Food and Nutrition Services)

**Legal Reference:**

RCW 28A.320.320 Investment of funds of district – Service fee.

RCW 28A.325.020 Liability for debts and judgments.

RCW 28A.325.030 Gifts, conveyances, etc., for scholarship and student aid purposes, receipt and administration.

WAC 392-138-013 Powers - Authority and policy of board of directors

**Adoption Date:**

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