

Santa Cruz Valley Union High  
School District #840



**STUDENT  
ACTIVITIES  
HANDBOOK  
2019-2020**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**Policies and Procedures Agreement**

I have read the information enclosed and agree to comply with the policies and procedures outlined in this Santa Cruz Valley Union High School District Student Activities Handbook.

Club Name: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Return to: Liz Ibarra**  
**Business Office**  
**Attention: Student Activities Treasurer**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**Dear Club Sponsor:**

The purpose of this handbook is to provide you, the sponsor, with guidance regarding District fundraisers, receipts and expenditure policies and to ensure a mutual understanding of your responsibilities as a club sponsor.

Copies of policies pertaining to student activities are available upon request from the District office. These policies have been developed according to Arizona Revised Statutes and the Uniform System of Financial Records and will be strictly enforced.

Thank you for your support of student activities.

**Orlenda F. Roberts**  
**Superintendent**

**For additional information regarding your club's account, please contact Liz Ibarra.**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**TABLE OF CONTENTS**

**Organization .....1**

**Fundraisers .....2**

**Cash box.....2**

**Donations.....3**

**Receipts.....3**

**Expenditures.....4**

**Reconciliation .....6**

**Appendix.....7**

## **ORGANIZATION**

1. Requirements for organizing a student club.
  - a. Club must submit a constitution that identifies the purpose of the club, to the Principal or designee over activities for approval. See **Sample Constitution Form** in the Appendix.
  - b. Club must have at least one adult sponsor who is an employee of the District and must be approved by the Principal over activities.
  - c. Club must elect officers and submit officer names and member names to the Student Council, and Student Activities Treasurer.
  - d. Clubs with no activity for 2 years will be closed and funds transferred to Student Council Club.
2. The Student Council and each student club should follow these procedures for meetings:
  - a. The meeting is called to order and a club member must take minutes. The Club Sponsor should be present.
  - b. Minutes must include, but not be limited to the following: date, time, members present, discussion, motions made and motions approved. See **Sample Minutes Form** in the Appendix.
  - c. Minutes must be signed by members on the same page.
  - d. Minutes must be retained by the Club Sponsor for three years for audit purposes.
3. Conflict of interest policies, as stated in District policy GBCA and ARS §38-503 apply to all student activity transactions. ARS Title §38-503 prohibits school employees from participating in any manner in a contract, sale or purchase where the employee or a relative has a substantial interest in the contract sale, or purchase.
4. **MISUSE OR MISHANDLING OF ANY STUDENT ACTIVITIES FUNDS IS GROUNDS FOR DISCIPLINARY ACTION. Certified staff members need to be aware that failure to “account for all funds collected from pupils, parents or school personnel” constitutes unprofessional conduct, which is to be reported to the State Board of Education’s Investigative Unit.**

## **FUNDRAISERS**

1. **ALL FUNDRAISERS** must have prior approval from the Student Council and the assigned administrator. If the money is going to be deposited into the club account it must be approved. The completed Fundraiser Approval Form must be submitted to the District Office prior to the start of any fundraising activity. **See Fundraiser Approval Form** in the Appendix.
2. For **CONCESSIONS SALES** YOU WILL NEED TO TURN IN A PRE SALE INVENTORY AND A POST SALE INVENTORY OR YOU CAN SELL TICKETS AND THE CASH COLLECTION FORM MUST HAVE TICKET NUMBERS SOLD. EXAMPLE: 101000-101077 = 77 sold x 1.00 = \$77.00 turned in for deposit. If you choose not to use the tickets then an Inventory must be attached to the Cash Collection forms.
3. **Car Washes and Dances** must issue tickets to make the sale. Cash collection form must have ticket numbers sold. Example: 101000-101077 = 77 sold x 1.00 = \$77.00 turned in for deposit.
4. **RECEIPTS MUST BE USED WHEN MAKING SALES.** The sponsor keeps the receipt books and is responsible for the count of number of items sold. Original (white) copy goes to the purchaser. The Yellow copy accompanies your deposit slip when it is turned into the district office. The pink copy stays in the book. When the book is full, the whole book is turned in to the district office (student activities treasure).
5. Student activities' monies are derived from a variety of sources: dues, concessions, interest, publications, yearbooks, class or student pictures, and fund raising events. **ALL monies must be deposited into a student club account within FIVE CALANDER DAYS TO THE FINACIAL INSTITUTION.** This could pose an Audit Finding.

## **CASH BOX PROCEDURES**

- Fill out cash box request (72 hours notice requested)
  - Sponsor picks up cash box on the day of the event or on Thursday after school.
  - Standard cash box contains the following: (50)1.00
  - Club sponsor should never leave cash box unattended.
  - At the end of the event the cash box is counted by two people. Cash collection form is filled out, signed and dated.
  - Cash box is then turned in to district office or administrator.
  - If cash box is turned into the administrator, the sponsor then picks up cash box from the administrator on the following school day and turns it into the District Student Activities Treasure.
  - Funds will be credited to the club account within 5 days or less and a receipt issued.
1. A Student Club may **NOT** hold a raffle, drawing, lottery or similar event, as those activities constitute gambling.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

2. A Student Club may participate in a joint fundraising project with an outside group, such as a parent-teacher organization, **if the assigned administrator has approved the project**. The proceeds should be allocated proportionately between the two organizations based on the level of effort devoted by each group on the project.
3. Students are discouraged from selling items house to house.
4. Any unsold inventory after fundraising sales (candy, T-shirts, etc.) should be accounted for and properly safeguarded by the club sponsor or advisor.
5. It is the practice of the District to limit the sale of competitive food items, including candy, on campus, and to encourage students to utilize the school cafeteria. No Sales of any kind during 12:00 am until the last school bell.

## **DONATIONS**

*There are two types of donations:*

1. You can receive private donations from any person or business in any dollar amount, any type of food, item, or product. The receiver of donation will need to issue a receipt and turn in a copy of the receipt with the cash collection form to the accounts treasurer in the district office. Club should issue a thank you card to the donor.
2. You can receive a tax credit donation: This can be up to \$200.00 for a single person or up to \$400.00 for a married couple. This type of donation can be made directly to the district office. This is a dollar for dollar credit on your state income tax. Employees can have this deducted right of their paycheck divided evenly throughout the year.

## **RECEIPTS**

*General Requirements:*

1. All cash should be turned into the district office or administrator in charge on a nightly basis. Sponsors/Advisors are responsible for the funds received until given to district office or administrator. Monies received will be deposited intact daily if material, or at least weekly.
2. Clubs will be provided a receipt book for any money that is collected. They will turn in the yellow copy of the receipts with the cash collection form and money to be deposited to the student activities treasurer. The treasurer will give the sponsor a receipt for the money that is turned in for deposit. All money will need a receipt attached to it. This includes any donation.
3. Private bank accounts are not authorized for use by any student clubs.
4. Individual clubs must maintain current records for reconciliation and auditing purposes.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

***Specific Procedures:***

1. Two signatures are required on the Cash Collection Report. See **Cash Collection Report** in the Appendix. All funds and cash collection report should be given to district office or administrator on a nightly basis. A copy of the cash collection report with accounts payable signature will be given to the sponsor on a timely basis.

**EXPENDITURES**

***General Requirements:***

1. Monies should be expended in a manner beneficial to those students currently in school. Students must actively participate in the management of funds.
2. Student activities monies must not be used to defray any District expense.
3. **STUDENT ACTIVITIES MONIES CAN ONLY BE USED FOR THE BENEFIT OF THE STUDENTS. NO MONIES CAN BE SPENT ON THE TEACHERS OR CLUB SPONSORS.**
4. Cash must be available in the account of a student club before a purchase is made. In exceptional circumstances, the Business Manager may authorize a purchase that will be paid from proceeds of sales of the items purchased receipts or from a scheduled event.
5. All purchases of goods and services must be accompanied by a copy of the Club minutes that have approved the purchase. Purchase Requisitions are required for all expenditures, with the exception of cash advances. See **Purchase Requisition Form** in the Appendix.
6. Cash advances may be necessary from time to time. To obtain a cash advance, a check request and club minutes will be submitted the activities treasurer 72 hours before check is needed to determine that the account balance is sufficient to cover the advance. Receipts for expenditures must be returned to the student activities treasurer along with remaining cash 48 hours after the event. Advances will be made on a per-activity basis. No further advance will be made until the previous advance has been reconciled. The club sponsor will be held accountable for obtaining receipts and reconciliation of the advance.
  - Cash advances may be discontinued if proper receipts are not turned in promptly to activities treasurer.
7. When purchases exceed \$10,000, the District procurement procedures apply:

\$10,000 and under	require 3 verbal quotes
\$10,000-\$49,999	require 3 written quotes
\$50,000 or more	require competitive sealed bids



SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

Contact the District Purchasing Department for assistance.

8. All items purchased must be shipped directly to the District.
9. Disbursements from student activities monies may only be made by the District Student Activities Treasurer upon receipt of proper invoice and a receiving report.
10. At the end of each fiscal year, all club accounts must have a positive or zero balance. It is the responsibility of the Club Sponsor to ensure accounts complete the year in a positive standing. Clubs that had no activity during the year must be justified to remain an active club. After the second year of inactivity, any ending balances are automatically transferred to the school's Student Council account, and club is dissolved. **All clubs must submit end of year or season minutes for funds remaining in account to be rolled over to next school year.**
11. Capital items purchased by a student club must be donated to the District.
12. **Purchases made without a purchase requisition and proper authorization are considered unauthorized. The District will not reimburse the Club or Club Sponsor for any unauthorized purchases.**

*Specific Procedures:*

1. Club pre-approves the expenditure and records the pre-approval in the club minutes.
2. Club officer prepares the Purchase Requisition Form. See **Purchase Requisition Form** in Appendix. Requisition form must have sponsors signature.
3. Club forwards two copies of the requisition and minutes to the Administrator over Activities Office for signature.
  - Administrator signs and returns one copy of the requisition to the club.
  - Administrator forwards one copy of the signed requisition with the attached minutes to the Student Activities Treasure in the district office.
4. Student Activities Treasurer verifies adequate club balance to cover expenditures.
5. Student Activities Treasurer generates a Purchase Order from the Purchase Requisition Form and distributes a copy to the Club for use in ordering. See **Purchase Order** in Appendix.
6. Club places order using Purchase Order.
7. When Club receives items, receipt of items or shortages should be noted on the packing slip or invoice and the documents forwarded to Student Activities Treasurer for payment. Club Sponsor/Club Treasurer should reduce the Club cash balance by the amount of the invoice. **All items purchased for the club must be added to the clubs inventory; also any items**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**that need to be disposed of must go on the disposal inventory. See Inventory and Disposal Inventory in Appendix.**

8. Student Activities Treasurer processes invoice for payment.

**RECONCILIATION**

1. The Club Sponsor will obtain a quarterly report of club balances from the Student Activities Treasurer.
2. The District club balance should be verified with the student club balance. Any discrepancies should be reported to the Student Activities Treasure within 7 working days.

**APPENDIX**

**Cash Box Request.....i**

**Cash Collection Report.....ii**

**Sample Minutes.....iii**

**Fund Check Request.....iv**

**Purchase Requisition.....v**

**Fundraiser Approval Form.....vi**

**Transfer of Funds Request.....vii**

**Sample Student Club Constitution Form.....viii**

**Inventory.....x**

**Disposal Inventory.....x**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**CASH BOX REQUEST**

**REQUIRES 72 HOUR NOTICE**

**A STANDARD CASH BOX COMES WITH \$50.00 (50) \$1.00**

**CLUB NAME:**

**REQUESTED BY:**

**EVENT/FUNDRAISER:**

**DATE NEEDED:**

**AMOUNT: 50.00**

<b>X 20.00</b>	
<b>X 10.00</b>	
<b>X 5.00</b>	
<b>X 1.00</b>	<b>50.00</b>
<b>X .25 rolls</b>	
<b>X .10 rolls</b>	
<b>X .05 rolls</b>	
<b>X .01 rolls</b>	

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**SIGNATURE OF ACTIVITIES TREASURE**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK



## Cash Collection Report

CLUB NAME: \_\_\_\_\_

CLUB SPONSOR: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

<b>Ticket Sales</b>
Start number: _____
Ending number: _____
Number sold: _____
Multiplied by cost: _____
Equals total deposit: _____

Check #	Amount	Cash			
			x	100	0
			x	50	0
			x	20	0
			x	10	0
			x	5	0
			x	1	0
			x	0.5	0
			x	0.25	0
			x	0.1	0
			x	0.05	0
			x	0.01	0
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>			<b>0</b>

AMOUNT: \_\_\_\_\_

AMOUNT COLLECTED: \_\_\_\_\_ 0

MINUS CASH BOX AMOUNT: n/a

TOTAL DEPOSIT: \_\_\_\_\_ 0

Receipt Number: \_\_\_\_\_

Cash Collections Received By: \_\_\_\_\_

Club Officer/Sponsor Signature \_\_\_\_\_

Student Activities Treasurer or Designee \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**SAMPLE MINUTES FORM**

The Student Activity Members of < \_\_\_\_\_ > held a Meeting on

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Members Present:

Others Present:

The meeting was called to order at \_\_\_\_\_

Motion to approve prior meeting minutes:

Motion to approve agenda:

Minutes to include, but not limited to:

- Discussions
- Motions made
- Motions approved

The meeting was adjourned at \_\_\_\_\_

\_\_\_\_\_  
**Club Officer**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**STUDENT ACTIVITIES FUND CHECK REQUEST**  
**PLEASE ATTACH MEETING MINUTES**  
**REQUIRES 72 HOUR NOTICE**

DATE \_\_\_\_\_

CLUB NAME \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

PURPOSE \_\_\_\_\_

PAYABALE TO \_\_\_\_\_

AMOUNT \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

SPONSORS SIGNATURE \_\_\_\_\_

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**DISTRICT USE ONLY**

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ACCOUNT BALANCE \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

CASH RETURNED \$ \_\_\_\_\_

RECEIPTS \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF ACTIVITIES TREASURE

\_\_\_\_\_  
DATE





SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

**STUDENT ACTIVITY FUNDRAISER APPROVAL FORM**

This request must be turned in to the Student Council and Principal or Designee for prior approval.

PART 1 - ACTIVITY REQUEST

Name of Organization: \_\_\_\_\_

Sponsors Name: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event: \_\_\_\_\_

Place: \_\_\_\_\_

Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Club Office

\_\_\_\_\_  
Club Sponsor

PART 2 - STUDENT COUNCIL DECISION

Date Submitted \_\_\_\_\_

\_\_\_\_\_  
Council Representative

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Date

Remarks: \_\_\_\_\_

PART 3 – ADMINISTRATORS APPROVAL

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Principal or Designee

\_\_\_\_\_  
Date

Remarks:

\_\_\_\_\_

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK

SANTA CRUZ VALLEY UNION HIGH SCHOOL  
STUDENT ACTIVITIES FUND  
TRANSFER OF FUNDS REQUEST

Please transfer \$ \_\_\_\_\_

From \_\_\_\_\_  
Club name

To \_\_\_\_\_  
Club name

For the following purpose:

Club sponsor \_\_\_\_\_ Date \_\_\_\_\_

Please attach minutes and all documentation.

Account balance:

Date when complete:

\_\_\_\_\_  
**Signature of Activities Treasurer**

\_\_\_\_\_  
**Date**

**SAMPLE STUDENT CLUB CONSTITUTION FORM**

**ARTICLE I – NAME, PURPOSE**

Section 1: The name of the organization shall be <name: \_\_\_\_\_> Student Activities Club.

Section 2: The <name: \_\_\_\_\_> Student Activities Club is organized exclusively for supplemental educational purposes.

**ARTICLE II – MEMBERSHIP**

Section 1: Membership shall consist of students at <school name: \_\_\_\_\_>

**ARTICLE III – ANNUAL MEETING**

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Student Club who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by the Student Club President.

Section 3: Notice. Notice of each meeting shall be given to each Student Club Member.

**ARTICLE IV - <name: \_\_\_\_\_> STUDENT ACTIVITIES CLUB**

Section 1: Student Club Role, Size. The Student Club shall not have fewer than 5 members from the student body and one adult sponsor. An adult sponsor will assist and monitor the Student Club but will not act as a voting member. An adult sponsor must be an employee of the School District.

Section 2: Meetings. The Student Club shall meet at least annually, at an agreed upon time and place.

Section 3: Terms. All Student Club Members shall serve one-year terms, but are eligible for re-election.

Section 4: Student Club Elections or Appointments. Election of new Student Club Members will occur as the first item of business at the annual meeting of the Club. Officers will be elected by a majority vote.

Section 5: Quorum. A quorum must be attended by at least 3 members of the Student Club before business can be transacted or motions made or passed.

Section 6: Notice. An official Student Club meeting requires that each Student Club Member have written notice at least 24 hours in advance.

**SAMPLE STUDENT CLUB CONSTITUTION FORM**

Section 7: Officers and Duties. There shall be 4 Officers of the Student Club consisting of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Student Club meetings, shall preside or arrange for other Student Club Members to preside at each meeting in the following order: Vice President, Secretary and Treasurer.

The Vice President will chair committees on special subjects as designated by the Student Club Members.

The Secretary shall be responsible for keeping records of Student Club actions, including overseeing the taking of minutes at all Student Club meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Student Club Member.

The Treasurer shall make a report at each Student Club meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the Student Club Members and the public.

Section 8: Vacancies. When a vacancy on the Student Club exists, nominations for new members may be received from present Club members by the Secretary two weeks in advance of a Student Club meeting. These nominations shall be sent out to Club Members with the regular Student Club meeting announcement, to be voted upon at the next Student Club meeting. These vacancies will be filled only to the end of the particular Student Club Members term.

Section 9: Resignation, Termination and Absences. Resignation from the Student Club must be in writing and received by the Secretary. A Student Club Member shall be dropped for excessive absences from the Club if she/he has three unexcused absences from Student Club meetings in a year. A Student Club Member may be removed for other reasons by a three-fourths vote of the remaining Members.

Section 10: Special Meetings. Special meetings of the Student Club shall be called upon the request of the President or one-third of the Student Club Members. Notices of special meetings shall be sent out by the Secretary to each Student Club Member dated at least 24 hours in advance.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT NO 840  
STUDENT ACTIVITIES CLUB SPONSOR HANDBOOK